



Siskiyou County Local Transportation Commission
REGIONAL TRANSPORTATION PLANNING AGENCY

Melissa Cummins, Executive Director
melissa@siskiyoucoltc.org

1312 Fairlane Road, Suite 2
Yreka, California 96097
D: 530.842.8238/C: 530.709.5060

Regular Meeting of the Siskiyou County Local Transportation Commission

Date: Tuesday, May 14, 2024

Time: 10:30 A.M. PST

In-Person Location: Siskiyou County Transit Center – Conference Room
190 Greenhorn Road
Yreka, CA 96097

Information to participate by Zoom:

Conference Call In Number: +1.669.444.9171 US

Meeting ID: 833 5981 7205

All agendas are available at: https://www.co.siskiyou.ca.us/recent_meetings

Siskiyou County Local Transportation Commission Members

Representatives of the Siskiyou County Board of Supervisors

Michael Kobseff, Vice Chair	County Supervisor – District 3
Nancy Ogren	County Supervisor – District 4
Ed Valenzuela	County Supervisor – District 2
Brandon Criss (Alternate)	County Supervisor – District 1

Representatives of the League of Local Agencies

Bruce Deutsch, Chair	Councilmember, City of Dunsmuir
Paul McCoy	Councilmember, City of Yreka
Susan Tavalero	Councilmember, City of Weed
Julia Mason (Alternate)	Councilmember, Town of Fort Jones

The agenda items are as follows:

- 1) Roll Call
- 2) Pledge of Allegiance



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3) Presentations from the Public

PLEASE NOTE: This time slot is for information from the public. No action or discussion will be conducted on matters presented at this time. You will be allowed three (3) minutes for your presentation. The Chair can extend the time for appropriate circumstances. When addressing the Commission, please state your name for the record prior to providing your comments. Please address the Commission, as a whole, through the Chair. Comments should be limited to matters within the jurisdiction of the Commission.

4) Consent Agenda

The following consent agenda items are expected to be routine and non-controversial. They may be acted upon by the Commission at one time without discussion. Any Commissioner, staff member, or interested person may request that an item be removed from the Consent Agenda for discussion and consideration. Approval of a consent item means approval of the recommended motion as specified on the Agenda Worksheet.

Fiscal Reporting – Informational Only - Reports of Expenditures and Revenues from April 1, 2024, to April 30, 2024, for:

- A. Local Transportation Commission (Fund: 2505)
- B. Regional Transportation Planning (Fund: 2506)
- C. Local Transportation Funds (Fund: 2536)
- D. Regional Surface Transportation Block Grant Program (Fund: 2537)
- E. State Transit Assistance (Fund: 2538)

Regular Informational Items

- F. Transportation Staff Report - Monthly report from General Services on transportation activities and ridership.
- G. Commission Staff Report - Monthly report from Executive Director on activities, reporting, and other projects.

Consent Agenda Action Items

- H. Approval of Minutes of the Regular Meeting held on February 27, 2024.
- I. Low Carbon Transit Operations Program - Adopt resolution approving the FY 23-24 project list.



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- J. Social Services Transportation Advisory Council (SSTAC) Bylaws – Approve bylaws for the Commission’s SSTAC.
- 5) Presentation/Discussion – Caltrans 2024 Construction Update – Presentation of construction projects in the region during the summer 2024 construction season.
- 6) Discussion/Action – Regional Surface Transportation Block Grant Program Project Selection – Review project proposals and select project(s) for funding.
- 7) Discussion/Action – Unmet Needs FY 2024/2025 – Receive recommendation from the Social Services Transportation Advisory Council and adopt resolution documenting findings for unmet transit needs within the region for FY 2024/2025.
- 8) Discussion/Action – Overall Work Program and Budget for FY 2024/2025 – Discussion and direction regarding the draft Overall Work Program for FY 2024/2025 and proposed budget.
- 9) Discussion/Action – FY 2024/2025 Recommended Budgets – Discussion and direction regarding Recommended budgets for FY 2024/2025 for the following:
- A. Local Transportation Administration (Fund: 2505)
 - B. Regional Planning Assistance (OWP) (Fund: 2506)
 - C. Local Transportation Fund (Fund: 2536)
 - D. Regional Surface Transportation Block Grant Program budget (Fund: 2537)
 - E. State Transit Assistance budget (Fund: 2538)
- 10) Other Business
- a. Other Business – Items from Commission or Staff that do not require an agenda item or requests for future agenda items.
 - b. Next Regular Meeting – Tuesday, May 14, 2024, at 10:30 a.m. PST
- 11) Adjournment



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NOTE:

Siskiyou County Local Transportation Commission offers teleconference participation in the meeting via Zoom, or similar technology, as a courtesy to the public, who have the option and right to attend in person. If no member of the Commission is attending the meeting via teleconference and a technical error or outage occurs, or if a participant disrupts the meeting in a manner that cannot be specifically addressed, the Commission reserves the right to discontinue Zoom, or similar technology, access and to continue conducting business.

Topic: Siskiyou County Local Transportation Commission Meeting

Time: May 14, 2024 – 10:30 a.m. Pacific Time (US and Canada)

Zoom Attendees:

Conference Call In Number: +1.669.444.9171 US
Meeting ID: 833 5981 7205

I declare a copy of this agenda was posted at the Siskiyou County Transit Center at 190 Greenhorn Road, Yreka, CA 96097, by May 10, 2024, by 5:00 PM.

A printed agenda packet will be available for public review by 5:00 p.m. on the Friday preceding the meeting date at the Siskiyou County Transit Center and online at:
https://www.co.siskiyou.ca.us/recent_meetings

NOTE:

Public participation is encouraged. In compliance with Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132) and in compliance with the Ralph M. Brown Act, if you plan on attending the public meeting and need a special accommodation because of a sensory or mobility impairment or disability, or have a need for an interpreter, please contact Melissa Cummins at 530.709.5060, 48 hours in advance of the meeting to arrange for those accommodations. (Government Code 53953)



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To: Siskiyou County Local Transportation Commission

Item: 4A, 4B, 4C, 4D, 4E

Date: May 14, 2024

Subject: Report of Expenses and Revenues through April 30, 2024

Past Action

As requested by the Commission staff includes a summary of expenses and revenues for all budgets under the Commission's jurisdiction.

Background

The attached reports provide the Commission with an opportunity to review, and if necessary, seek clarification on any expenditure authorized by the Executive Director during the course of business.

Included for the Commission's information are reports for the following budgets:

- Fund 2505 – Local Transportation Administration
- Fund 2506 – Regional Planning Assistance (Overall Work Program)
- Fund 2536 – Local Transportation Funds
- Fund 2537 – Regional Surface Transportation Block Grant Program
- Fund 2538 – State Transit Assistance

Discussion

If necessary, review any items the Commission wishes to seek clarification on.

Recommended Action

None. This is an information item only.

Attachments (5)

- 4A – Report of revenues and expenses for Local Transportation Administration (Fund 2505)
- 4B – Report of revenues and expenses for Regional Planning Assistance (Fund 2506)
- 4C – Report of revenues and expenses for Local Transportation Funds (Fund 2536)
- 4D – Report of revenues and expenses for Regional Surface Transportation Block Grant (Fund 2537)
- 4E – Report of revenues and expenses for State Transit Assistance (Fund 2538)

Siskiyou County Local Transportation Commission
Report of Revenues Expenditures

Fiscal Year 24

April 1, 2024 to April 30, 2024

Item 4A

Fund: 2505

Org: 303020

Local Transportation Administration

Transaction Date	Document #	Document Description	Transaction Amount
<u>Revenues Received:</u>			
4/4/2024	J2411064	WRK PRFMD M.CUMMINS ATP GRANT JAN24	\$ 12,742.10
4/4/2024	J2411058	J2406274 REV WRONG ACCOUNTING	\$ 15,348.57
			\$ 28,090.67
<u>Payroll and Expenditures:</u>			
4/2/2024	10590780	VERIZON WIRELESS	\$ 54.81
4/5/2024	F2400082	HR Payroll 2024 BW 7 0	\$ 250.00
4/5/2024	F2400082	HR Payroll 2024 BW 7 0	\$ 357.14
4/5/2024	F2400082	HR Payroll 2024 BW 7 0	\$ 1,454.35
4/5/2024	F2400082	HR Payroll 2024 BW 7 0	\$ 34.27
4/5/2024	F2400082	HR Payroll 2024 BW 7 0	\$ 34.27
4/5/2024	F2400082	HR Payroll 2024 BW 7 0	\$ 865.77
4/5/2024	F2400082	HR Payroll 2024 BW 7 0	\$ 4,569.08
4/9/2024	UP240619	23/24 COST PLAN-APRIL 2024	\$ 194.42
4/16/2024	10591485	VERIZON WIRELESS	\$ 52.52
4/19/2024	F2400083	HR Payroll 2024 BW 8 0	\$ 250.00
4/19/2024	F2400083	HR Payroll 2024 BW 8 0	\$ 359.98
4/19/2024	F2400083	HR Payroll 2024 BW 8 0	\$ 1,454.35
4/19/2024	F2400083	HR Payroll 2024 BW 8 0	\$ 34.27
4/19/2024	F2400083	HR Payroll 2024 BW 8 0	\$ 34.27
4/19/2024	F2400083	HR Payroll 2024 BW 8 0	\$ 905.37
4/19/2024	F2400083	HR Payroll 2024 BW 8 0	\$ 4,569.08
			\$ 15,473.95

Siskiyou County Local Transportation Commission
Report of Revenues Expenditures

Fiscal Year 24

April 1, 2024 to April 30, 2024

Item 4B

Fund: 2506 Org: 303020 Regional Planning Assistance

<u>Transaction Date</u>	<u>Document #</u>	<u>Document Description</u>	<u>Transaction Amount</u>
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Revenues Received:

None this period.

	\$ -
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Payroll and Expenditures:

4/2/2024	10590659	ALTA PLANNING + DESIGN INC	\$	8,641.71
4/3/2024	10590809	CUMMINS, MELISSA	\$	289.84
4/4/2024	J2411058	WRK PRFMD M.CUMMINS ATP GRANT OCT23	\$	15,011.14
4/4/2024	J2411058	WRK PRFMD M.CUMMINS ATP GRANT OCT23	\$	337.43
4/4/2024	J2411064	WRK PRFMD M.CUMMINS ATP GRANT JAN24	\$	11,544.45
4/4/2024	J2411064	WRK PRFMD M.CUMMINS ATP GRANT JAN24	\$	1,197.65
4/4/2024	J2411100	ICRPS SAN>VARIOUS S SERDAHL 23/24Q1	\$	669.48
4/17/2024	10591551	OPTIMIZE WORLDWIDE, INC	\$	3,947.87
4/23/2024	10591808	TAVALERO, SUSAN	\$	37.39
4/23/2024	10591717	DEUTSCH, BRUCE R.	\$	59.23
4/30/2024	10592147	SISKIYOU LASER PRODUCTS	\$	21.01
4/30/2024	10592056	ALTA PLANNING + DESIGN INC	\$	6,965.39
				\$ 48,722.59

Siskiyou County Local Transportation Commission
 Report of Revenues Expenditures

Fiscal Year 24

April 1, 2024 to April 30, 2024

Item 4C

Fund: 2536

Org: 303021

Local Transportation Funds

<u>Transaction Date</u>	<u>Document #</u>	<u>Document Description</u>	<u>Transaction Amount</u>
<u>Revenues Received:</u>			
4/24/2024	J2412018	STATE FEB 2024 ALLOC 1/4% LTF	\$ 140,303.39
			\$ 140,303.39
<u>Expenditures:</u>			
None this period.			
			\$ -

Siskiyou County Local Transportation Commission
Report of Revenues Expenditures

Fiscal Year 24

April 1, 2024 to April 30, 2024

Item 4D

Fund: 2537

Org: 303022

Regional Surface Transportation Block Grant

<u>Transaction Date</u>	<u>Document #</u>	<u>Document Description</u>	<u>Transaction Amount</u>
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Revenues Received:

None this period.

	\$ -
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Expenditures:

None this period.

	\$ -
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Siskiyou County Local Transportation Commission
Report of Revenues Expenditures

Fiscal Year 24

April 1, 2024 to April 30, 2024

Item 4E

Fund: 2538

Org: 303023

State Transit Assistance

Transaction Date	Document #	Document Description	Transaction Amount
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Revenues Received:
None this period.

\$ -

Expenditures:
None this period.

\$ -



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To: Siskiyou County Local Transportation Commission

Agenda Item: 4F

Date: May 14, 2024

Subject: Staff Report from General Services on STAGE and Airports

Past Action

This is a monthly report from Transportation Staff on transit and airport related items.

Background

Staff from Siskiyou County General Services – Transportation Division provide a monthly update on ongoing projects related to STAGE and Airports.

Report for May 14, 2024:

- Ridership has increased since Siskiyou Transit and General Express (STAGE) released a new schedule on April 2, 2024.
- Two Freightliner, 21 seater, diesel buses were ordered in February of 2023. They are scheduled to be here in July 2024.
Two Odyssey, 22 seater, diesel buses will be ordered this month and are scheduled to be here in December 2024.
- Some of STAGE's bus stops have been added to three Caltrans projects. Caltrans will install the concrete for the shelters and or Simme seats and STAGE will provide the shelters and or Simme seats on the Montague, Yreka and Happy Camp projects.
- The 23-24 LCTOP Reduced Fare Project is on the agenda for review and approval from the Local Transportation Commission today. This project will reduce fares to \$1 for all rides for two years. We believe this will increase ridership.
- We are currently working on a 6th bus route. This route will be a South County circular route that also services Lake Shastina and will connect to the Express route to Yreka. We hope to release the new route by the end of summer.

Discussion

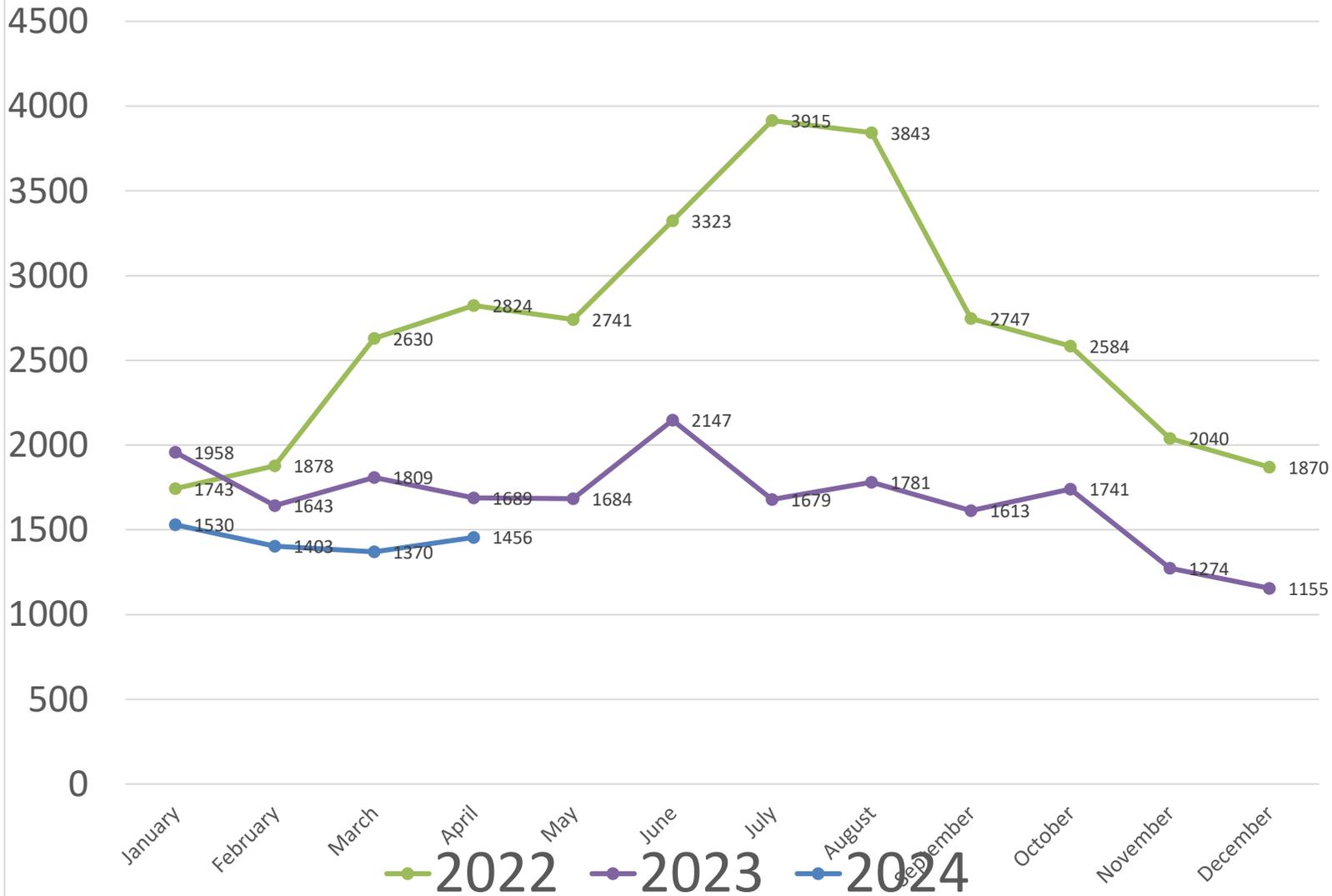
If necessary, review any items the Commission wishes to seek clarification on.

Recommendation

None. This is an information item only.

Attachments (1)

Historical Ridership Comparison 2022,2023,2024



May 2020 through
September 2022
7 Routes, Free Fares

October 2022 through
February 2023
6 Routes, \$1 Fares

Feb 2023 through today
5 Routes, Full Fares

February 2023
Implimented Changes to the
Schedule, 5 routes, Full Fares

April 2, 2024 new schedule to
meet rider needs, 5 routes,
Full Fares



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To: Siskiyou County Local Transportation Commission

Agenda Item: 4G

Date: May 14, 2024

Subject: Report of Activities by Commission Staff through May 8, 2024

Past Action

As requested by the Commission staff are providing the following summary of activities since the last meeting.

I. Commission Activities:

- Drafted SSTAC bylaws for approval by the SCLTC.
- Completed and submitted additional CARB analysis requested for the SB125 projects.
- Coordinated a meeting with FlixBus on transit connections within region.
- Attended the North State Super Region meeting with Congressman LaMalfa in Chico on April 26, 2024.
- Coordinated SSTAC meeting and prepared and posted agenda.
- Attended the South Siskiyou Sustainable Recreation Workshop in McCloud on May 6, 2024.
- Met with Pacific Power to discuss coordination of transportation needs during public safety power shutoffs.
- Coordinated with City of Tulelake on the submission of their allocation paperwork for their CRSSAA project (C Street) to avoid the loss of funding.
- Developed budgets for all Commission funds for FY 2024/2025.

II. Regional Surface Transportation Program (RSTP)

- Prepared the invoice for exchange agreement for FY 23/24 funding and submitted it to Caltrans on April 24, 2024.

III. Overall Work Program

- Prepared final draft of the SCLTC FY 2024/2025 Overall Work Program.
- Prepared and submitted 3rd quarter invoice for FY 2023/2024 Overall Work Program.
- Prepared budget for FY 2024/2025.

IV. Coordination Activities:

- Attended the Dorris City Council meeting on April 8, 2024.
- Attended the Caltrans D2 – Local Public Agency Forum on April 11, 2024.
- Attended a portion of the CTC/CARB/HCD joint meeting on April 11, 2024.
- Attended the Hilt Pavement Rehabilitation project development team meeting on April 16, 2024.
- Attended an obligation plan meeting with Caltrans D2 and headquarters.
- Attended a coordination meeting with the Caltrans D2 Chief of Local Assistance on April 23, 2024.
- Attended the Happy Camp Complete Streets project development team meeting on April 29, 2024.
- Attended the CAPTI listening session on May 1, 2024.
- Attended the Fort Jones Pavement Focus meeting on May 7, 2024.
- Attended the Local Assistance Day webinar on May 8, 2024.



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V. Pavement Management System Update

- Follow up with County Public Works on access for consultant.
- Consultant expects to have site visits scheduled by mid-May.

VI. Active Transportation Plan Grant:

- Attended Project Management meetings with Alta Planning on April 11th, April 17th, and May 1, 2024.
- Attended the walk audit in Montague on April 23, 2024.
- Attended the Project Open House on April 24, 2024.

VII. Regional Transportation Improvement Program

- Correspondence between Caltrans D2, Siskiyou County Public Works, and CTC staff regarding funding for a STIP project.

VIII. Regional Transportation Plan

- Reviewed and submitted comments on the draft Siskiyou County General Plan Update Circulation and Transportation element.

IX. Upcoming Items

- Submit the Overall Work Program for FY 2024/2025 to Caltrans District 2.
- Submit unmet needs documentation to the state in accordance with the Transportation Development Act.
- Develop public outreach materials for an Airport Needs Open House to gather input from users on potential projects for the Regional Transportation Plan aviation project lists.
- Draft the request for proposals for the Regional Transportation Plan update.

Discussion

If necessary, review any items the Commission wishes to seek clarification on.

Recommended Action

None. This is an information item only.

Attachments (0)



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To: Siskiyou County Local Transportation Commission

Agenda Item: 4H

Date: May 14, 2024

Subject: Approval of Minutes for Previous SCLTC Meetings

Past Action

Not applicable.

Background

Staff is submitting the enclosed minutes for the April 9, 2024, meeting for review and approval by the Commission.

Discussion

If necessary, as requested by the Commission.

Recommended Action

Approval of minutes, with amendments, if necessary.

Attachments (1)

- Minutes of the Siskiyou County Local Transportation Commission meeting on April 9, 2024.



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Minutes of the Siskiyou County Local Transportation Commission

Date: April 9, 2024

The Siskiyou County Local Transportation Commission meeting of April 9, 2024, was called to order by Commissioner Deutsch at 10:30 a.m. at the Siskiyou County Transit Center conference room located at 190 Greenhorn Road, Yreka, California.

Commissioners in attendance included:

Bruce Deutsch	Michael Kobseff
Nancy Ogren	Susan Tavalero
Ed Valenzuela	

Commissioners absent from the meeting:

Paul McCoy
Julia Mason (Alternate)
Brandon Criss (Alternate)

Other Staff Present In-Person:

Melissa Cummins, Executive Director
Angie Stumbaugh, Transportation Services Manager
Andy Gilman, Transportation Services Coordinator

The agenda items included:

- 1) Roll Call – Commissioner Deutsch called the meeting to order at 10:30 a.m.

Commissioners present included Deutsch, Kobseff, Ogren, Tavalero, and Valenzuela.
- 2) Pledge of Allegiance
- 3) Presentation from the Public - None
- 4) Consent Agenda Items
Fiscal Reporting – Informational Only - Reports of Expenditures and Revenues from February 14, 2024, to March 31, 2024, for:



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Commissioners in attendance included:

Bruce Deutsch	Michael Kobseff
Nancy Ogren	Susan Tavalero
Ed Valenzuela	

Commissioners absent from the meeting:

Paul McCoy
Julia Mason (Alternate)
Brandon Criss (Alternate)

Other Staff Present In-Person:

Melissa Cummins, Executive Director
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Andy Gilman, Transportation Services Coordinator

The agenda items included:

- 1) Roll Call – Commissioner Deutsch called the meeting to order at 10:30 a.m.

Commissioners present included Deutsch, Kobseff, Ogren, Tavalero, and Valenzuela.
- 2) Pledge of Allegiance
- 3) Presentation from the Public - None
- 4) Consent Agenda Items
Fiscal Reporting – Informational Only - Reports of Expenditures and Revenues from February 14, 2024, to March 31, 2024, for:



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- A. Local Transportation Commission (Fund: 2505)
- B. Regional Transportation Planning (Fund: 2506)
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- E. State Transit Assistance (Fund: 2538)

Regular Informational Items

- F. Transportation Staff Report - Monthly report from General Services on transportation activities and ridership.
- G. Commission Staff Report - Monthly report from Executive Director on activities, reporting, and other projects.

Consent Agenda Action Items

- H. Approval of Minutes of the Regular Meeting held on February 27, 2024.
- I. Letter of Support for the North State Intercity Bus to Rail Plan proposed by Shasta Regional Transportation Agency.
- J. Adopt Resolution approving the Title VI Non-Discrimination Program & Public Participation Plan Update effective April 9, 2024, for the Siskiyou County Local Transportation Commission.

A motion was made by Commissioner Kobseff and seconded by Commissioner Ogren to approve the consent agenda as presented.

Ayes: Deutsch, Kobseff, Ogren, Tavalero, Valenzuela

Noes: None

Absent: Criss, Mason, McCoy

Motion passed unanimously.

- 5) Presentation/Discussion/Action – Siskiyou Regional Active Transportation Plan – Presentation of existing conditions report and discussion on engagement strategy related to development of the Siskiyou Regional Active Transportation Plan with staff from Alta Planning + Design, Inc.

Ms. Katie Selin of Alta Planning + Design, Inc. provided an overview of work completed thus far and data collected on the project.



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- 6) Discussion/Action - Authorization to Expend Funds – Discussion and direction to staff regarding the purchase of light refreshments for public events related to Commission events or activities.

Commissioner Tavalero requested that funds be expended in the community where the public events are being held.

A motion was made by Commissioner Kobseff and seconded by Commissioner Tavalero to authorize staff to utilize Commission funds up to an amount not-to-exceed \$ 100 per event for the purchase of light refreshments for Commission related community open houses or other public events.

Ayes: Deutsch, Kobseff, Ogren, Tavalero, Valenzuela
Noes: None
Absent: Criss, Mason, McCoy

Motion passed unanimously.

- 7) Public Hearing

The Executive Director provided the Commission with a summary of outreach activities including required advertising in the local newspaper and social media posts. Three written comments were received from the public. One request for service was received via a comment on social media.

Commissioner Deutsch opened the public hearing at 11:04 a.m.

Ms. Adamine Harms, Peer Specialist with Siskiyou County Behavioral Health Services, provided the Commission with a summary of transportation needs for her clients. Her written statement was provided to Commission staff.

Sonora (last name was not stated) expressed a need for transit services in Lake Shastina. Her request was for any connecting service from Lake Shastina to other communities such as Yreka or Mt Shasta.

Jess Harris expressed a need for transportation services for seniors from the Butte Valley area to Yreka.

Carolyn James expressed a need for more frequent transportation services in town (Yreka).

Commissioner Deutsch closed the public hearing at 11:13 a.m.



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Additional discussion continued between the Commission and staff regarding previous services offered by STAGE and updates on additional routes currently in the works and other concerns raised during the public hearing.

All requests were referred to the Social Services Transportation Advisory Council for review.

- 8) Discussion/Action - Resolutions Defining Unmet Transit Needs and Reasonable to Meet for FY 2024/2025 – Discussion, direction, and action regarding resolutions defining unmet transit needs for the region and the definition of reasonable to meet.

The Executive Director provided an overview of the proposed definitions for each of the items.

A motion was made by Commissioner Kobseff and seconded by Commissioner Ogren to adopt the resolution establishing the FY 2024/2025 definition of Unmet Transit Needs and Reasonable to Meet.

Ayes: Deutsch, Kobseff, Ogren, Tavalero, Valenzuela
Noes: None
Absent: Criss, Mason, McCoy

Motion passed unanimously.

- 9) Discussion/Action - Appointments to Social Services Transportation Advisory Council – Discussion and action to appoint members to vacancies on the Social Services Transportation Advisory Council.

Staff recommended the following appointments:

- Denise Patterson (2-Year Term – Expiring 04/08/2026) - Representative of potential transit users 60 or over.
- Teri Gabriel (1-Year Term – Expiring 04/08/2025) – Representative of local social services providers for seniors.
- Kelly Harris (3-Year Term – Expiring 04/08/2027) - Representative of local social services providers for seniors.
- Emily Tuholski (3-Year Term – Expiring 04/08/2027) - Representative of local social service provider for the disabled.
- Misty Rickwalt (2-Year Term – Expiring 04/08/2026) - Member-at-Large



Siskiyou County Local Transportation Commission
REGIONAL TRANSPORTATION PLANNING AGENCY

Melissa Cummins, Executive Director
melissa@siskiyoucoltc.org

190 Fairlane Road
Yreka, California 96097
D: 530.842.8238/C: 530.709.5060

A motion was made by Commissioner Kobseff and seconded by Commissioner Ogren to approve staff's recommended appointments to the SSTAC for the terms identified.

Ayes: Deutsch, Kobseff, Ogren, Tavalero, Valenzuela
Noes: None
Absent: Criss, Mason, McCoy

Motion passed unanimously.

10) Discussion/Action - Update on Local Transportation Funds – FY 2023/2024 – Discussion on status of current fiscal year claims and distributions.

The Executive Director provided an update on the status of the LTF FY 2023/2024 claims. Ms. Cummins reported that she received word from Mayor Garcia that the claim was approved at their council meeting on April 8, 2024.

Information item only.

11) Discussion/Action - Regional Surface Transportation Program / Federal Apportionment Exchange Program Agreement – Update on current allocations and projects, discussion, and direction on Fiscal Year 2023/2024 exchange agreement in the amount of \$129,455, and direction to staff on a call for projects.

The Executive Director provided an overview and update on the projects recently funded through the program and answered questions from the Commission.

A motion was made by Commissioner Kobseff and seconded by Commissioner Tavalero to adopt the resolution authorizing the Executive Director to execute the Federal Apportionment Exchange Program Agreements for FY 2023/2024 and authorize staff to solicit projects for available funds.

Ayes: Deutsch, Kobseff, Ogren, Tavalero, Valenzuela
Noes: None
Absent: Criss, Mason, McCoy

Motion passed unanimously.

12) Discussion/Direction – STAGE – Purchase of Two Diesel Buses – Discussion and direction regarding the purchase of two (2) Turtle Top Odyssey XL 24 Passenger diesel buses.



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The Executive Director and staff from STAGE provided an overview of the request. Discussion followed between staff and the Commission on the retirement of the existing fleet and reasons to pursue this purchase.

A motion was made by Commissioner Kobseff and seconded by Commissioner Tavalero to authorize staff to submit a request to the Board of Supervisors to purchase two (2) 24-passenger Turtle Top Odyssey XL buses.

Ayes: Deutsch, Kobseff, Ogren, Tavalero, Valenzuela

Noes: None

Absent: Criss, Mason, McCoy

Motion passed unanimously.

13) Other Business

a) Other Business

Commissioner Deutsch reported that Mia Lewis, graduate student from UCLA, will be visiting Siskiyou County on May 9th through May 11, 2024. He would like to coordinate with representatives from other cities to take her on a tour. She will also be meeting with STAGE staff during her visit and riding the bus.

Commissioner Kobseff asked about the existing fares being charged by STAGE. A future agenda item was requested to review the fare structure.

Commissioner Tavalero asked about the ridership on the route modification to provide service between McCloud and Mt Shasta high school. She requested a report back at the next meeting on the number of adults riding with students.

Angie Stumbaugh, Transportation Services Manager, reported that STAGE also implemented changes to the schedule to accommodate students and other passengers traveling from Yreka to Scott Valley in the afternoon.

The Executive Director added the following items to the staff report:

- The North State Super Region will be meeting with Congressman LaMalfa on Friday, April 26th in Chico to discuss transportation in our region.
- County staff will be meeting this week on the creation of the transit agency JPA. A draft JPA has been developed by County Counsel.
- The new Commission website will tentatively be deployed by mid-June.



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- Discussion on the idea of purchasing tablets and stands for the Commissioners agenda packets instead of printing. The Commission agreed with the idea and purchase of tablets.

b) Next Regular Meeting – Tuesday, May 14, 2024, at 10:30 a.m. PST

14)Adjourn – Chair Deutsch adjourned the meeting at 11:58 a.m.



Siskiyou County Local Transportation Commission
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Melissa Cummins, Executive Director
melissa@siskiyoulc.org

190 Greenhorn Road
Yreka, California 96097
D: 530.842.8238/C: 530.709.5060

To: Siskiyou County Local Transportation Commission

Agenda Item: 4I

Date: May 14, 2024

Subject: Low Carbon Transit Operations Program (LCTOP) Application for FY 2023/2024 Cycle

Past Action

On May 9, 2023, the Commission approved STAGE's request to apply for \$ 112,167.00 for the LCTOP FY 2022/2023 cycle to fund transit services to Happy Camp.

Background

The Low Carbon Transit Operations Program (LCTOP) is part of California's comprehensive Transit, Affordable Housing, and Sustainable Communities Program established in 2014 by Senate Bill 862 (SB 862).

LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority on serving Disadvantaged Communities (DAC). LCTOP supports new or expanded transit services, expand intermodal transit facilities, with each project reducing greenhouse gas emissions. For agencies whose service area includes DACs, at least 50% of the total money received shall be expended on projects that will benefit these communities.

Eligible recipients are transportation planning agencies and transit operators eligible for State Transit Assistance (STA) funds per Public Utilities Code 99313 or 99314.

If an eligible agency cannot use their apportionment for any reason, the agency can be a contributing sponsor for another eligible agency's project. All recipient agencies, both the Lead Agency and Contributing Sponsor, must comply with the California Air Resources Board (CARB) Funding Guidelines. Funding Guidelines include requirements for reporting, recordkeeping and other activities designed to provide accountability and transparency.

Available funding for this cycle includes \$ 115,349 under PUC 99313 and \$ 4,913 under PUC 99314.

PUC 99313 is based on the ratio of the population of the area to the total population of the state.
PUC 99314 is based on the ratio of the total qualifying revenue of all STA-eligible operators in the jurisdiction to the total qualifying revenue of all STA-eligible operators in the state.

Discussion

If necessary, as requested by the Commission.

Recommended Action

- Adopt Resolution authorizing STAGE to apply for the Low Carbon Transit Operations Program in the amount of \$ 120,262.



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- Authorize the Chair to execute the Authorized Agent Form authorizing the Executive Director, Melissa Cummins, to execute documents necessary to secure funding.
- Authorize the Executive Director to execute the LCTOP FY 2023-2024 Certifications and Assurances.

Attachments (4)

- Low Carbon Transit Operations Program FY 2023-2024 Allocation Request
- FY 2023-2024 LCTOP Authorized Agent Form
- FY 2023-2024 LCTOP Certifications and Assurances
- FY 2023-2024 LCTOP Resolution

LCTOP FY 2023-2024 Allocation Request

Lead Agency Information

Lead Agency Name:	County of Siskiyou		
Address:	0		
City, State, Zip Code:	0		
County:	Siskiyou County		
Agency Website:	0		
Regional Planning Agency:	Siskiyou County Local Transportation Commission		
Agency Type:	Transit Operator		
Transit Service Name:	N/A		
Caltrans District:	02		
Does your agency have an approved Title VI Plan	Yes	Approved Date:	09/08/23
		Title VI Attached:	Yes

Allocation Request Prepared by	
Name:	Angie Stumbaugh
Title:	Transportation Manager
Phone #:	530-842-8297
E-mail:	astumbaugh@co.siskiyou.c.us

Contact (if different than "Prepared by")	
Name:	
Title:	
Phone #:	
E-mail:	

Authorized Agent	
Name:	Melissa Cummins
Title:	Executive Director
Phone #:	
E-mail:	

Legislative District Numbers							
Assembly*:	1						
Senate*:	1						
Congressional*:	1						

*if you have additional Districts, please provide a separate attachment

Project Summary

Name: <i>No more than 180 characters.</i>	Siskiyou County STAGE Reduced Fares
Description (Short): <i>No more than 375 characters.</i>	The proposed project will provide reduced fares to the three low income households and disadvantaged communities within Siskiyou County. This is an outreach to increase transit ridership throughout the community. A survey will be conducted to assess ridership patterns and rider's opinion of the STAGE transit service.
Type:	Operations_Project
Sub-Type	

Start date (anticipated) :		End date (anticipated) :	
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Funding:	99313:	\$115,349	99314:	\$4,913	Total:	\$120,262
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Rollover Projects: Please provide the total number of years your agency plans to accumulate funds and how many years, include this year remaining.	Rollover Project:	
	Total Years of Rollover:	
	Remaining Years of Rollover:	

Project Life: For capital projects, state the project useful life in years . For operation projects state the number of months a service will be funded.	Capital:		Years
	Operations:	24	Months

Approved LONP:	No	LONP Approval date:	
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LCTOP FY 2023-2024 Allocation Request

Funding Information

Allocation Year	Prior	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
PUC 99313 Amount:		\$115,349					\$115,349
PUC 99314 Amount:		\$4,913					\$4,913
Total LCTOP Funds:	\$0	\$120,262	\$0	\$0	\$0		\$120,262
LCTOP Interest:							\$0
Other GGRF:							\$0
Other Funds:							\$0
Total Funding:	\$0	\$120,262	\$0	\$0	\$0	\$0	\$120,262

Lead Agency:	County of Siskiyou	Amount:	PUC Funds Type:
Contact Person:	Angie Stumbaugh		99313
Contact Phone #:	530-842-8297		99314
Contact E-mail:	astumbaugh@co.siskiyou.c.us		

Contributing Sponsor:	Siskiyou County Local Transportation Commission	Amount:	PUC Funds Type:
Contact Person:		\$115,349	99313
Contact Phone #:		\$4,913	99314
Contact E-mails:			

Contributing Sponsor:		Amount:	PUC Funds Type:
Contact Person:			99313
Contact Phone #:			99314
Contact E-mails:			

Contributing Sponsor:		Amount:	PUC Funds Type:
Contact Person:			99313
Contact Phone #:			99314
Contact E-mails:			

Total FY 23-24 LCTOP Funding	\$120,262
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Fully Funded Project: Provide a description of all the funds that will be used to complete this project and how LCTOP funds will not supplant other funding sources. Include the project ID and awarded funding amount from prior rollover years.

Funds will be used to offset our full fares for rides. We will charge \$1 a ride and the balance of the fare will be paid through this grant. This is to increase ridership. This project will not supplant these or any other funds. We do not have any other grants that will rollover to this grant.

Detailed Funding Information: This section should be completed to detail any funds included in the "Prior" column of the Funding Information section above. For projects with an approved CAP that transferred funds and/or interest into the project from previous years, include the Project ID, amount of funds transferred, and CAP approval date.

N/A

LCTOP FY 2023-2024 Allocation Request

Funding Plan

Total Project Funding							
Component	Prior	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
PA&ED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PS&E	\$0	\$0	\$0	\$0	\$0	\$0	\$0
R/W	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CON	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Veh/Equip Purchase	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operations/Other	\$0	\$120,262	\$0	\$0	\$0	\$0	\$120,262
TOTAL	\$0	\$120,262	\$0	\$0	\$0	\$0	\$120,262

Funding Source: Low Carbon Transit Operations Program (LCTOP)							
Component	Prior	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
PA&ED							\$0
PS&E							\$0
R/W							\$0
CON							\$0
Veh/Equip Purchase							\$0
Operations/Other		\$120,262					\$120,262
TOTAL	\$0	\$120,262	\$0	\$0	\$0	\$0	\$120,262

Funding Source: Low-No							
Component	Prior	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
PA&ED							\$0
PS&E							\$0
R/W							\$0
CON							\$0
Veh/Equip Purchase							\$0
Operations/Other							\$0
TOTAL	\$0						

Funding Source:							
Component	Prior	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
PA&ED							\$0
PS&E							\$0
R/W							\$0
CON							\$0
Veh/Equip Purchase							\$0
Operations/Other							\$0
TOTAL	\$0						

Funding Source:							
Component	Prior	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
PA&ED							\$0
PS&E							\$0
R/W							\$0
CON							\$0
Veh/Equip Purchase							\$0
Operations/Other							\$0
TOTAL	\$0						

LCTOP FY 2023-2024 Allocation Request

Funding Plan

Funding Source:							
Component	Prior	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
PA&ED							\$0
PS&E							\$0
R/W							\$0
CON							\$0
Veh/Equip Purchase							\$0
Operations/Other							\$0
TOTAL	\$0						

Funding Source:							
Component	Prior	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
PA&ED							\$0
PS&E							\$0
R/W							\$0
CON							\$0
Veh/Equip Purchase							\$0
Operations/Other							\$0
TOTAL	\$0						

Funding Source:							
Component	Prior	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
PA&ED							\$0
PS&E							\$0
R/W							\$0
CON							\$0
Veh/Equip Purchase							\$0
Operations/Other							\$0
TOTAL	\$0						

Funding Source:							
Component	Prior	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
PA&ED							\$0
PS&E							\$0
R/W							\$0
CON							\$0
Veh/Equip Purchase							\$0
Operations/Other							\$0
TOTAL	\$0						

Funding Source:							
Component	Prior	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
PA&ED							\$0
PS&E							\$0
R/W							\$0
CON							\$0
Veh/Equip Purchase							\$0
Operations/Other							\$0
TOTAL	\$0						

LCTOP FY 2023-2024 Allocation Request

Project Information

1) Project Description - Provide a comprehensive project description. For operations projects, include: **number of trips, span, frequency improvements, number of days of operation and marketing component (if applicable)**. For capital projects, include: **product specifications** and identify all **LCTOP funded components**. *No more 1450 Characters.*

The proposed project will offer reduced rides to the public 240 days a year for two years. At our current fare structure, this program will provide approximately 555 more riders per month. Data was obtained from 22-23 when we offered reduced fares from a Cares Grant and the 20-21 LCTOP grant, we then went back to full fares. Cares, ARPA and 20-21 LCTOP grants are all closed. This LCTOP project will allow us to provide this reduce fare for 24 months or shorter. The hope is that we will exceed the 555 riders as we add services to our community later this year. Through the reduced fare project we will provide safe reliable transportation services for residents to travel to schools, employment, medical appointments, grocery stores and shopping malls.

2) Project Planning - Provide a detailed explanation of the project planning process and how it was designed to avoid substantial burden on any low- income, disadvantaged, and vulnerable populations. **Include any public outreach, events, workshops or community input.** *No more than 1450 characters.*

STAGE experinced a decline in ridership when we introduced our full fares from \$1 fares last year. We believe by offering the reduced rides again we will increase ridership and increase awareness about public transit service. At the same time we will reduce GHG from the environment by removing vehicles from the roadway, increase job opportunities for the community and improve public health through incresed access to transportation. This project will benefit the three low-income and disadvantaged areas within our county. They will be able to afford a ride from South County to North County and home again at \$2 a roundtrip (96 mile roundtrip) vs the full fare of \$8 a roundtrip. North County is where all of the local heath agencies and courts are located for the county as well as most of the medical care and shopping is located. This will allow more frequent trips for a better life. We received many requests to go back to reduced fares as the full fares are causing hardship to the community.

3) Project Costs - Provide an **itemized breakdown** of project components **and** describe **how the cost estimations were developed**. Please include marketing and bus wraps cost in this section. Total costs must correspond to the Funding Information section above. *No more than 1450 characters.*

I took the data from our \$1 fares and the data from our \$ full fares and discovered that we lost an average of 555 riders. If we add the 555 riders back to our ridership (2829 total riders) and multiply the total riders by the average fare cost of \$2.75 then subtract the \$1 received by each rider we will request \$4,951 per month from this 23-24 LCTOP grant. This equals \$59,412 a year, then divided \$59,412 into the grant total of \$120,262 gives us a two year project.

LCTOP FY 2023-2024 Allocation Request

Agency Information

4) Agency Fare - Describe your agency's fare structure including any discounts or special fares and **how the project will affect that structure if at all. No more than 1450 characters.**

Fare structure is based on trip distance, regular in town fare is \$1.75 and discounted in town fare is \$1.25. Next town fares, which are the next closest town served on the route is \$2.50, with no discount available. A basic fare, one way trip, is \$4.00 and discounted basic fare in \$2.75. Happy Camp fare is \$6.00 and discounted Happy Camp fare is \$4.50. The project will effect our fare structure because all fares will be \$1.

5) Agency Service - Describe the transit service provided and how the project plays into the overall operations. Include how the COVID-19 pandemic has impacted transit service related to the project. **No more than 2450 characters.**

Siskiyou County STAGE currently operates five routes along the I5 Corridor and SR 89, and one route along SR 3. This project will provide free fares to the residents and visitors along these routes in order to encourage bus use and reduce cars on the road and GHG emissions. COVID-19 has impacted transit services in that many residents simply cannot afford our base fares as they have been unemployed for months and without a source of income. Many of these residents would be encouraged to utilize STAGE's service if fares were reduced to one dollar.

LCTOP FY 2023-2024 Allocation Request

Project GHG Benefits

Greenhouse Gas Reductions - Describe qualitatively how this project will reduce greenhouse gas emissions.

Reduced fares will create an incentive for residents and visitors of Siskiyou County to try STAGE. This will lead to more transit users in the future and increase ridership while reducing VMT and GHG Emissions as auto trips are replaced with transit trips, improving the general public health by allowing them to breathe clean air.

Greenhouse Gas Reductions - Please provide quantitative information requested below and explanations supporting the data provided.

	Value	Explanation
Year 1 (Yr1) - First year of service, or year that capital improvements will be completed.	2024	This will start as soon as funds are received
Year F (YrF) - Final year that the service is funded or the final year of useful life for capital improvements.	2026	We estimate the project will be expended in two years.
Project Yr. 1 Ridership Increase - Estimated annual ridership contributed by the new service or capital improvement in Yr1.	6,660	We estimate 555 new riders per month. This comes from estimating our loss when we went from one dollar to full fares a year ago.
Project Yr. F Ridership Increase - Estimated annual ridership contributed by the new service or capital improvement in YrF.	6,660	Same as above
Adjustment (A) - Adjustment factor to account for Choice Riders. Use defaults values.	0.705	Default Value for Transit
Trip Length (L) - Length (miles) of average auto trip reduced or average passenger trip length. You may use defaults values.	23.15	Default Value for Transit
Project Useful Life	2	This is calculated based on the values above.
Total Project Ridership Increased	13,320	This is calculated based on the values above.
Total Project VMTs Reduced	217,392	This number is calculated based on the values above.
Total Project GHG Emission Reductions (MTCO_{2e})	3,840.85	This number is calculated based on the values from above and the <u>QM-Tool tab</u> .
LCTOP Project GHG Emission Reductions (MTCO_{2e})	3,840.85	This number is calculated based on the values from above and the <u>QM-Tool tab</u> .

LCTOP FY 2023-2024 Allocation Request

Project Benefits

Job Support Benefits (Refer to LCTOP Guidelines and CARB Co-Benefits website for more information)

Primary Project Activity (select from drop-down)	Operation of local transit service, including mixed mode
% of Project Budget Associated with Primary Activity	100.00%
Other Project Activity (select from drop-down)	
% of Project Budget Associated with Other Activity	
Other Project Activity (select from drop-down)	
% of Project Budget Associated with Other Activity	

Travel Cost Savings Benefits

	Value	Explanation
Baseline Average One-Way Fare Cost (\$/One-Way Trip/Rider) (Average fare per boarding, <i>prior</i> to project implementation)	\$2.75	Average from full fares
New Average One-Way Fare Cost (\$/One-Way Trip/Rider) (Average fare per boarding <i>resulting from</i> project implementation)	\$1.00	Proposed fare for this project
Transit Facility Parking Cost (\$/Roundtrip/Rider) (Average cost to park to use transit associated with project)	N/A	(ex. The average transit facility parking cost is \$5 per day)
Avoided Parking Cost (\$/Roundtrip/Rider) (Average avoided parking cost associated with project)	N/A	(ex. The average parking cost in the project area is \$15 per day)
Avoided Toll Cost (\$/Roundtrip/Rider) (Average avoided toll cost associated with project)	N/A	(ex. The average tolling cost in the project area is \$10 per day)

Co-Benefits - Check all additional Benefits/Outcomes.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Improved Safety
<input checked="" type="checkbox"/> Improved Public Health
<input type="checkbox"/> Reduced Operating/Maintenance Cost
<input type="checkbox"/> Increase System Reliability | <input type="checkbox"/> Coordination with Educational Institution
<input type="checkbox"/> College <input type="checkbox"/> Grades K-12
<input checked="" type="checkbox"/> Promotes Active Transportation
<input type="checkbox"/> Promotes Integration w/ other modes |
|--|--|

Co-Benefits - Describe benefits selected above and other benefits not listed.

This project will improve safety on the road ways because there will be less vehicles on the road which will reduce the risk of car accidents. The project will improve public health as these passengers will be utilizing the transit service to go to the doctors and other health related appointments. This project will promote active transportation by allowing bikers and hikers transportation to their favorite activity locations.

LCTOP FY 2023-2024 Allocation Request

Community Engagement Co-Benefits

Community engagement refers to the process of cultivating active public participation in, or leadership of, affairs of importance to the community. California Climate Investments that engage with communities can provide positive co-benefits. A positive community engagement co-benefit results when a California Climate Investments project is able to demonstrate that public participation in planning, design, and implementation occurs in ways that foster community access, deliberation, and leadership. Please answer a couple of questions to determine your level of Community Engagement Benefit.

Projects Community Engagement Co-benefits: Use the Community Engagement Co-benefit Assessment tool found in the FY 23-24 LCTOP Supplemental Guidance to identify the specific level of Community Engagement Co-benefit (High, Medium, Low):

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Priority Populations Benefits

Step 1 - Identify the Priority Population(s): Determine if the project is at least partially located within a Priority Population census tract or will benefit Priority Population households.

Does your Agency's Service Area have a Disadvantaged Community? (as defined by SB 535)	Yes
Is the project located within the boundaries of a disadvantaged community census tract?	Yes
Is the project located within the boundaries of a low-income community census tract or household?	Yes
Is the project located outside of a disadvantaged community, but within 1/2 mile of a disadvantage community and within a low-income census tract?	Yes

Step 2 - Address a Need: Identify an important community or household need and evaluate how the project provides a benefit that meaningfully addresses the need.

<p><u>Method:</u> Select the method your agency used for identifying an important community or household need.</p>	<p>B. Recommended Approach: Receive documentation of support from localcommunity-based organizations and/or residents (e.g., letters, emails) identifying a need that the project addresses and demonstrating that the project has broad community support</p>
<p><u>Specific Common Need:</u> Make a selection only if letter D is selected above.</p>	

Priority Populations Community Needs Description: Expound on the selections above in **Method** and **Specific Common Need** to describe the process that your agency used to identify important community needs. Provide details of any public outreach efforts, engagement events, community input, and workshops. *No more than 1,200 characters.*

The community needs the transit system to provide safe dependable rides for residents and visitors to various locations throughout our rural county, including local stores, hospitals, and county services. Because of the financial impact that COVID-19 had on many residents throughout the county, many cannot afford to use private transportation or take a cab. The project will allow the passengers community access and will increase their knowledge about the transit service. This will allow us to identify how we can make the transit system more accessible to the community for an affordable price. Many residents of Siskiyou County are housed outside the city of Yreka making the commute to necessary locations difficult. The reduced bus rides will remove the lack of transportation as an obstacle for many community members to access the opportunities available in Siskiyou County.

LCTOP FY 2023-2024 Allocation Request

Priority Populations Benefits

Step 3 - Provide a Benefit: Does the project provide a direct, meaningful, and assured benefits to priority populations.

Identify the Priority Population(s) that will benefit from this project.	Project provides benefits to a LIC/HH
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Priority Population Benefit: Select the benefit your project provides to the community or household.	A. Project reduces criteria air pollutant or toxic air contaminant emissions.
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Priority Population Benefit: Based on the selections above, explain in greater detail how the project will provide benefits to the priority populations in your service area.

The Low-Income Community will benefit financially from this project. Residents will be able travel throughout Siskiyou County and this will make them aware of the benefits to taking the bus and how STAGE can meet their transit needs in providing a safe dependable ride to local stores, hospitals, colleges and county services. By using transit it will reduce the number of vehicles on the road and by this reduction it will decrease the amount of GHG and toxins in the air.

Please provide the amount of FY 23-24 LCTOP funds benefit Priority Populations (Total should not exceed total FY 23-24 LCTOP project funding) :

Amount of funds to benefit a Disadvantage Community:	\$60,131
Amount of funds to benefit Low-Income Community:	\$60,131
Amount of fund to benefit Low-Income Households and Residents within 1/2 mile of a DAC:	

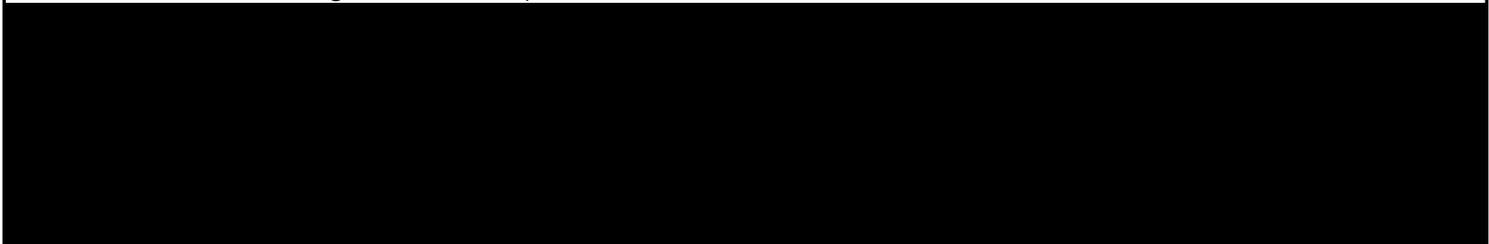
Agency can meet there DAC requirement by meeting any of the SB 1119 Project Criteria: See page 7 of the LCTOP Supplemental Guidance for more information.

Is the project a transit fare subsidies or network and fare integration technology improvements, including, but not limited to, discounted or free student transit passes

Is the project a purchase of zero-emission transit buses and/or purchase and installation of supporting infrastructure?

Is the project a new or expanded transit service that connects with transit service serving a disadvantaged communities?

SB 1119 Project Criteria: If this is a new or expanded service project, explain how it connects to a transit service that serves a Disadvantaged Community.





California Air Resources Board
Benefits Calculator Tool for the
Low Carbon Transit Operations Program
California Climate Investments

Note to applicants:

A step-by-step user guide, including project examples, for this Benefits Calculator Tool is available here:
https://ww2.arb.ca.gov/sites/default/files/auction-proceeds/caltrans_lctop_finaluserguide_23-24.pdf

Step 2a: Identify the Project Type.

Step 2b: Input Project-specific Information.

Project Name:	Siskiyou County STAGE Reduced Fares
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This section is used to determine the quantification method and emission factors to use to estimate emissions.

Project Info Inputs	Input	Required	Description
Project Type	Implementation of free or reduced fares	Required Input	For the purposes of this quantification, eligible LCTOP projects fall into four project types. Select the project type that best describes this component.
Quantification Method	Increased Ridership	Automated	Emission Estimates = Emission Reductions from Displaced Autos
Service Type	Intercity/Express Bus (Long Distance)	Required Input	The transit service (e.g., Intercity/Express Bus (Long Distance), Rail, Vanpool, etc.) directly associated with the proposed project. For projects that serve multiple services, select Multi-modal.
Type of Region	Air Basin	Required Input	The type of region that best encompasses the geographic location for the proposed project type.
Region	Siskiyou	Required Input	The County or Air Basin where the majority of the service occurs.
Year 1 (Yr1)	2024	Required Input	The first year of operation for the new expanded/enhanced service - funded by FY 2022-23 LCTOP funds.
Year F (YrF)	2026	Required Input	The final year of operation for the new expanded/enhanced service - funded by FY 2022-23 LCTOP funds.
Useful Life (yrs)	2	Calculated	The number of years the service is funded by FY 2022-23 LCTOP funds. Limited to up to 50 years.

This section is used to estimate the emission and cost reductions from displaced auto vehicle miles traveled (VMT).

Displaced Auto VMT Inputs	Input	Required	Description
Yr1 Ridership	6,660	Required Input	The increase in unlinked passenger trips directly associated with the proposed project in the first year (Yr1).
YrF Ridership	6,660	Required Input	The increase in unlinked passenger trips directly associated with the proposed project in the final year. If the ridership is not expected to change, Yr1 and YrF should be the same value.
Adjustment Factor	0.705	Required Input	Discount factor applied to annual ridership to account for transit-dependent riders. Use: Document project-specific data or system average developed from a recent, statistically valid survey or default.
Length of Average Trip (mi)	23.15	Required Input	Annual passenger miles over unlinked trips directly associated with the proposed project.
Passenger VMT Reductions (mi)	555	Calculated	The estimated displaced auto VMT from the proposed project.
GHG Emission Reductions (MTCO ₂ e)	91	Calculated	The estimated GHG emission reductions in metric tons (MT) of carbon dioxide equivalent (CO ₂ e) from displaced auto VMT from the proposed project.

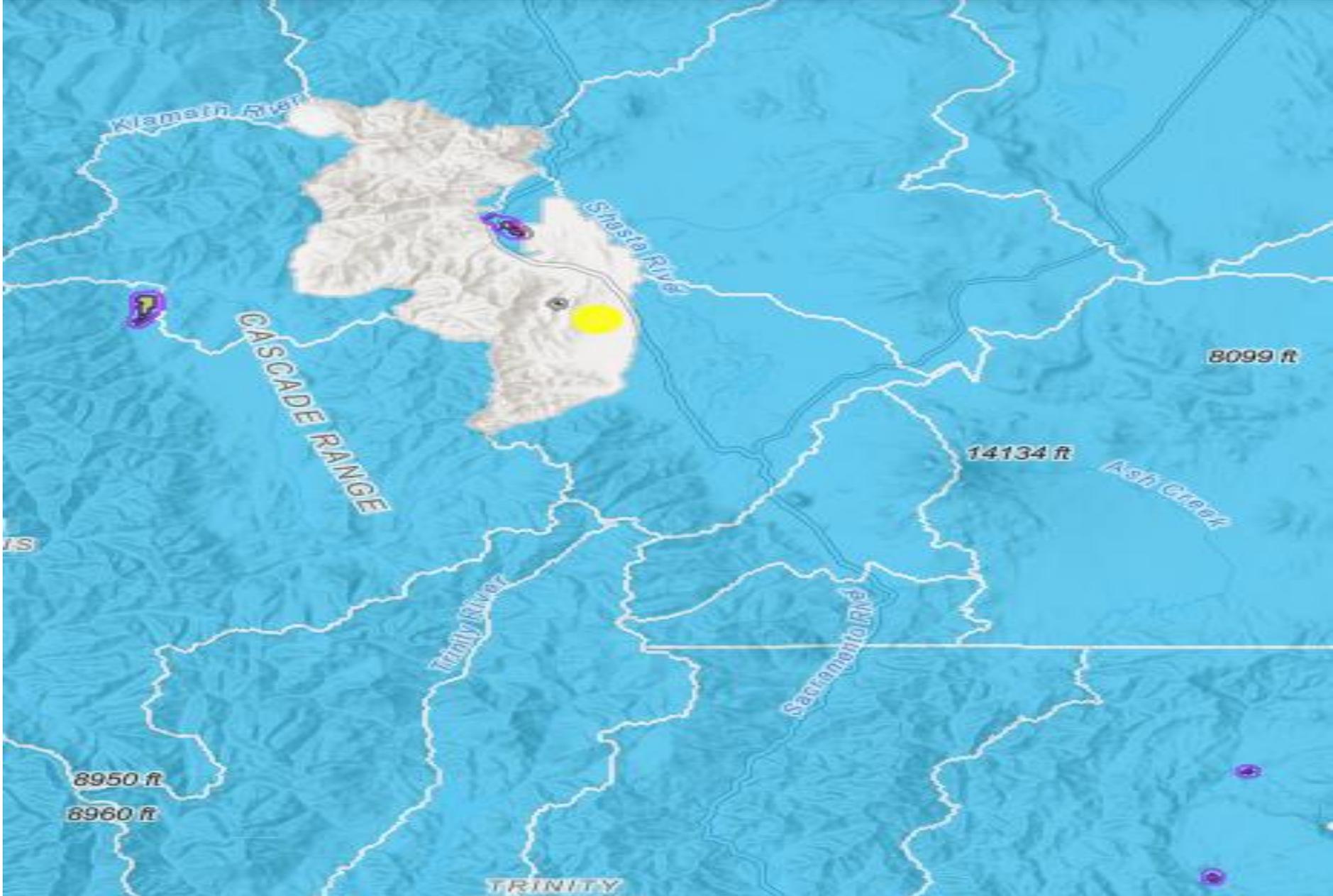
This section is used to estimate the net emission reductions from new service or from the purchase of new zero-emission/hybrid vehicle(s).			
New Service Vehicle Inputs	Input	Required	Description
Vehicle Type		Not Required	Not applicable for this project type.
Engine Tier		Not Required	Not applicable for this project type.
Engine Horsepower		Not Required	Not applicable for this project type.
Fuel Type		Not Required	Not applicable for this project type.
Hybrid Vehicle		Not Required	Not applicable for this project type.
Model Year		Not Required	Not applicable for this project type.
Project-Specific GHG Emission Factor (gCO ₂ e/MJ)		Not Required	Not applicable for this project type.
Annual VMT (mi/yr)		Not Required	Not applicable for this project type.
Annual Fuel Use		Not Required	Not applicable for this project type.
Annual Renewable Energy Generated (kWh/yr)		Not Required	Not applicable for the selected fuel type.
GHG Emissions (MTCO ₂ e)		Not Applicable	Not applicable for this project type.
This section is used to estimate the net emission reductions from vehicle replacement as a result of the proposed project.			
Baseline Vehicle Inputs	Input	Required	Description
Vehicle Type		Not Required	Not applicable for this project type.
Engine Tier		Not Required	Not applicable for this project type.
Engine Horsepower		Not Required	Not applicable for this project type.
Fuel Type		Not Required	Not applicable for this project type.
Hybrid Vehicle		Not Required	Not applicable for this project type.
Model Year		Not Required	Not applicable for this project type.
Project-Specific GHG Emission Factor (gCO ₂ e/MJ)		Not Required	Not applicable for this project type.
Annual VMT (mi/yr)		Not Required	Not applicable for this project type.
Annual Fuel Use		Not Required	Not applicable for this project type.
GHG Emission Reductions (MTCO ₂ e)		Not Applicable	Not applicable for this project type.

This section is used to estimate the net emission reductions from fuel/energy reductions as a result of the proposed project.			
Fuel/Energy Reductions Inputs	Input	Required	Description
Vehicle Type	Cut-A-Way	Optional Input	The vehicle type (e.g., Transit Bus, Streetcar, Ferry, etc.) of the vehicle(s) that will realize fuel/energy reductions as a result of The project.
Engine Tier		Not Required	Not applicable for this project type.
Engine Horsepower		Not Required	Not applicable for this project type.
Fuel Type	Diesel	Required Input	The fuel/energy type (e.g., diesel, grid electricity, etc.) being reduced as a result of the project.
Model Year	2018	Required Input	The average engine model year(s) of the vehicle(s) that will realize fuel/energy reductions as a result of the project.
Annual Fuel/Energy Reduced	138,794	Required Input	The estimated annual fuel/energy reductions expected to be realized as a result of the project. Units of gallons for biodiesel, diesel, gasoline, LNG, renewable diesel; scf for CNG and renewable natural gas; kWh for electric; kg for hydrogen. For projects that generate renewable electricity using solar photovoltaic panels, applicants should use the PVWatts Calculator to determine this input, available at http://pvwatts.nrel.gov/ .
GHG Emission Reductions (MTCO ₂ e)	3,750	Calculated	The estimated GHG emission reductions (MTCO ₂ e) from fuel/energy reductions.
This section is used to estimate the travel cost savings as a result of the proposed project.			
Travel Cost Savings Inputs	Input	Required	Description
Baseline Average One-Way Fare Cost (\$/One-Way Trip/Rider)	\$2.75	Required Input	The average fare cost per one-way trip per rider prior to project implementation. If expanding service, baseline fare cost is zero.
New Average One-Way Fare Cost (\$/One-Way Trip/Rider)	\$1.00	Required Input	The new expected average fare cost per one-way trip per rider resulting from the proposed project.
Average Transit Facility Parking Cost (\$/Roundtrip/Rider)	N/A	Required Input	The average expected cost of parking per roundtrip per rider that riders would pay at the transit facility where the trip originates. Consider that not all transit riders may use the parking. However, the calculations will already take into account that parking is only paid once per roundtrip, so do not divide this value by two to account for one-way trips.
Average Avoided Parking Cost (\$/Roundtrip/Rider)	N/A	Required Input	The average expected cost of parking per roundtrip per rider that riders would have otherwise paid if not using the service resulting from the project. The calculations will already take into account that parking is only paid once per roundtrip, so do not divide this value by two to account for one-way trips.
Average Avoided Toll Cost (\$/Roundtrip/Rider)	N/A	Required Input	The average expected cost of tolls per roundtrip per rider that riders would have otherwise paid if not using the service resulting from the project. The calculations will already take into account that tolls are only paid once per roundtrip, so do not divide this value by two to account for one-way trips.
This section is used to estimate the travel cost savings as a result of the proposed project.			
Total Project GHG Emission Reductions (MTCO ₂ e)	3,841	Calculated	Total GHG emission reductions (MTCO ₂ e) from the project during the useful life.
Total LCTOP Project GHG Emission Reductions (MTCO ₂ e)	3,841	Calculated	The portion of GHG emission reductions attributable to funding from LCTOP; GHG emission reductions are prorated according to the level of program funding contributed from LCTOP and other GGRF-funded programs, as applicable.
FY 2022-23 LCTOP Project GHG Emission Reductions (MTCO ₂ e)	3,841	Calculated	The portion of GHG emission reductions attributable to funding from FY 22-23 LCTOP; GHG emission reductions are prorated according to the level of program funding contributed from FY 22-23 LCTOP and other GGRF-funded programs, as applicable.

LCTOP FY 2023-2024 MAP

Please insert a screenshot of the [project area](#) from the CARB Greenhouse Gas Reduction Fund Project Map

<https://webmaps.arb.ca.gov/PriorityPopulations/>





California Air Resources Board
 Job Co-benefit Modeling Tool
 California Climate Investments

Project Name	Siskiyou County STAGE Reduced Fares
Total Full-time Equivalent Jobs Supported by Project Budget	2.8
Total Full-time Equivalent Jobs Supported by Project GGRF Funds	2.8
Full-time Equivalent Jobs Directly Supported by Project GGRF Funds	2.1
Full-time Equivalent Jobs Indirectly Supported by Project GGRF Funds	0.3
Full-time Equivalent Induced Jobs Supported by Project GGRF Funds	0.5

Note:

It is not appropriate to directly compare the job estimates from this Job Co-benefit Modeling Tool to the GGRF project dollars. California Climate Investments facilitate greenhouse gas emission reductions and deliver a suite of economic, environmental, and public health co-benefits, including job co-benefits. A different mix of spending on materials, equipment, and labor is expected across various California Climate Investments project types and match funding arrangements. As such, some project types will support more jobs than others.



California Air Resources Board
 Benefits Calculator Tool for the
 Low Carbon Transit Operations Program
 California Climate Investments

Step 3: Review the Estimated GHG Emission Reductions for the Proposed Project

	Project Name: Siskiyou County STAGE Reduced Fares
--	--

Project Information	
FY 2022-23 LCTOP GGRF Funds Requested (\$)	\$ 120,262
Total LCTOP GGRF Funds (\$)	\$ 120,262
Total GGRF Funds (\$)	\$ 120,262
Non-GGRF Leveraged Funds (\$)	\$ -
Total Funds (\$)	\$ 120,262

GHG Summary	
Total FY 2022-23 LCTOP GHG Emission Reductions (MTCO ₂ e)	3,841
Total LCTOP GHG Emission Reductions (MTCO ₂ e)	3,841
Total GHG Emission Reductions (MTCO ₂ e)	3,841
Total GHG Emission Reductions per FY 2022-23 LCTOP GGRF Funds (MTCO ₂ e/\$million)	31,937
Total GHG Emission Reductions per Total GGRF Funds (MTCO ₂ e/\$million)	31,937



California Air Resources Board
 Benefits Calculator Tool for the
 Low Carbon Transit Operations Program
 California Climate Investments

Step 3: Review the Estimated GHG Emission Reductions for the Proposed Project

Project Name:	Siskiyou County STAGE Reduced Fares
----------------------	--

Co-benefits and Key Variables Summary	
LCTOP GGRF Funds	
Local Diesel PM Emission Reductions (lbs)	140
Local NO _x Emission Reductions (lbs)	3,542
Local PM _{2.5} Emission Reductions (lbs)	451
Local ROG Emission Reductions (lbs)	698
Remote Diesel PM Emission Reductions (lbs)	0
Remote NO _x Emission Reductions (lbs)	0
Remote PM _{2.5} Emission Reductions (lbs)	0
Remote ROG Emission Reductions (lbs)	0
Passenger VMT Reductions (miles)	217,392
Fossil Fuel Use Reductions (gallons)	286,277
Fossil Fuel Energy Use Reductions (kWh)	0
Renewable Energy Generated (kWh)	0
Travel Cost Savings (\$)	\$0
Energy and Fuel Cost Savings (\$)	\$1,504,531
Additional California Climate Investments Program(s)	
Local Diesel PM Emission Reductions (lbs)	0
Local NO _x Emission Reductions (lbs)	0
Local PM _{2.5} Emission Reductions (lbs)	0
Local ROG Emission Reductions (lbs)	0
Remote Diesel PM Emission Reductions (lbs)	0
Remote NO _x Emission Reductions (lbs)	0
Remote PM _{2.5} Emission Reductions (lbs)	0
Remote ROG Emission Reductions (lbs)	0
Passenger VMT Reductions (miles)	0
Fossil Fuel Use Reductions (gallons)	0
Fossil Fuel Energy Use Reductions (kWh)	0
Renewable Energy Generated (kWh)	0
Travel Cost Savings (\$)	\$0
Energy and Fuel Cost Savings (\$)	\$0
Total California Climate Investments	
Local Diesel PM Emission Reductions (lbs)	140
Local NO _x Emission Reductions (lbs)	3,542
Local PM _{2.5} Emission Reductions (lbs)	451
Local ROG Emission Reductions (lbs)	698
Remote Diesel PM Emission Reductions (lbs)	0
Remote NO _x Emission Reductions (lbs)	0
Remote PM _{2.5} Emission Reductions (lbs)	0
Remote ROG Emission Reductions (lbs)	0
Passenger VMT Reductions (miles)	217,392
Fossil Fuel Use Reductions (gallons)	286,277
Fossil Fuel Energy Use Reductions (kWh)	0
Renewable Energy Generated (kWh)	0
Travel Cost Savings (\$)	\$0
Energy and Fuel Cost Savings (\$)	\$1,504,531

FY 2023-2024 LCTOP Authorized Agent

AS THE Chair
(Chief Executive Officer/Director/President/Secretary)

OF THE Siskiyou County Local Transportation Commission
(Name of County/City/Transit Organization)

I hereby authorize the following individual(s) to execute for and on behalf of the named Regional Entity/Transit Operator, any actions necessary for the purpose of obtaining Low Carbon Transit Operations Program (LCTOP) funds provided by the California Department of Transportation, Division of Local Assistance. I understand that if there is a change in the authorized agent, the project sponsor must submit a new form. This form is required even when the authorized agent is the executive authority himself. I understand the Commission must provide a resolution approving the Authorized Agent. The Commission Resolution appointing the Authorized Agent is attached.

Melissa Cummins, Executive Director OR
(Name and Title of Authorized Agent)

Click here to enter text. OR
(Name and Title of Authorized Agent)

Click here to enter text. OR
(Name and Title of Authorized Agent)

Click here to enter text. OR
(Name and Title of Authorized Agent)

Bruce Deutsch Chair
(Print Name) (Title)

(Signature)

Approved this 14 day
of May , 2024

FY 2023-2024 LCTOP Certifications and Assurances

Lead Agency: Siskiyou County Local Transportation Commission

Project Title: Reduced Fares

Prepared by: Angie Stumbaugh

The California Department of Transportation (Caltrans) has adopted the following Certifications and Assurances for the Low Carbon Transit Operations Program (LCTOP). As a condition of the receipt of LCTOP funds, Lead Agency must comply with these terms and conditions.

A. General

1. The Lead Agency agrees to abide by the current LCTOP Guidelines and applicable legal requirements.
2. The Lead Agency must submit to Caltrans a signed Authorized Agent form designating the representative who can submit documents on behalf of the project sponsor and a copy of the board resolution appointing the Authorized Agent.

B. Project Administration

1. The Lead Agency certifies that required environmental documentation is complete before requesting an allocation of LCTOP funds. The Lead Agency assures that projects approved for LCTOP funding comply with Public Resources Code § 21100 and § 21150.
2. The Lead Agency certifies that a dedicated bank account for LCTOP funds only will be established within 30 days of receipt of LCTOP funds.
3. The Lead Agency certifies that when LCTOP funds are used for a transit capital project, that the project will be completed and remain in operation for its useful life.
4. The Lead Agency certifies that it has the legal, financial, and technical capacity to carry out the project, including the safety and security aspects of that project.
5. The Lead Agency certifies that they will notify Caltrans of pending litigation, dispute, or negative audit findings related to the project, before receiving an allocation of funds.
6. The Lead Agency must maintain satisfactory continuing control over the use of project equipment and facilities and will adequately maintain project equipment and facilities for the useful life of the project.
7. Any interest the Lead Agency earns on LCTOP funds must be used only on approved LCTOP projects.

FY 2023-2024 LCTOP

8. The Lead Agency must notify Caltrans of any changes to the approved project with a Corrective Action Plan (CAP).
9. Under extraordinary circumstances, a Lead Agency may terminate a project prior to completion. In the event the Lead Agency terminates a project prior to completion, the Lead Agency must contact Caltrans in writing and follow-up with a phone call verifying receipt of such notice; (2) pursuant to verification, submit a final report indicating the reason for the termination and demonstrating the expended funds were used on the intended purpose; (3) submit a request to reassign the funds to a new project within 180 days of termination.

C. Reporting

1. The Lead Agency must submit the following LCTOP reports:

- a. **Annual Project Activity Reports October 30th each year.**
- b. **A Close Out Report within six months of project completion.**
- c. **The annual audit required under the Transportation Development Act (TDA), to verify receipt and appropriate expenditure of LCTOP funds. A copy of the audit report must be submitted to Caltrans within six months of the close of the year (December 31) each year in which LCTOP funds have been received or expended.**
- d. **Project Outcome Reporting as defined by CARB Funding Guidelines.**
- e. **Jobs Reporting as defined by CARB Funding Guidelines.**

2. Other Reporting Requirements: CARB develops and revises Funding Guidelines that will include reporting requirements for all State agencies that receive appropriations from the Greenhouse Gas Reduction Fund. Caltrans and project sponsors will need to submit reporting information in accordance with CARB's Funding Guidelines, including reporting on greenhouse gas reductions and benefits to disadvantaged communities.

D. Cost Principles

1. The Lead Agency agrees to comply with Title 2 of the Code of Federal Regulations 225 (2 CFR 225), Cost Principles for State and Local Government, and 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
2. The Lead Agency agrees, and will assure that its contractors and subcontractors will be obligated to agree, that:
 - a. Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allow ability of individual project cost items and

FY 2023-2024 LCTOP

- b. Those parties shall comply with Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Every sub-recipient receiving LCTOP funds as a contractor or sub-contractor shall comply with Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
3. Any project cost for which the Lead Agency has received funds that are determined by subsequent audit to be unallowable under 2 CFR 225, 48 CFR, Chapter 1, Part 31 or 2 CFR, Part 200, are subject to repayment by the Lead Agency to the State of California (State). All projects must reduce greenhouse gas emissions, as required under Public Resources Code section 75230, and any project that fails to reduce greenhouse gases shall also have its project costs subject to repayment by the Lead Agency to the State. Should the Lead Agency fail to reimburse moneys due to the State within thirty (30) days of demand, or within such other period as may be agreed in writing between the Parties hereto, the State is authorized to intercept and withhold future payments due the Lead Agency from the State or any third-party source, including but not limited to, the State Treasurer and the State Controller.

A. Record Retention

1. The Lead Agency agrees and will assure that its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred project costs and matching funds by line item for the project. The accounting system of the Lead Agency, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP) and enable the determination of incurred costs at interim points of completion. All accounting records and other supporting papers of the Lead Agency, its contractors and subcontractors connected with LCTOP funding shall be maintained for a minimum of three (3) years after the "Project Closeout" report or final Phase 2 report is submitted (per CARB Funding Guidelines, Vol. 3, page 3.A-16), and shall be held open to inspection, copying, and audit by representatives of the State and the California State Auditor. Copies thereof will be furnished by the Lead Agency, its contractors, and subcontractors upon receipt of any request made by the State or its agents. In conducting an audit of the costs claimed, the State will rely to the maximum extent possible on any prior audit of the Lead Agency pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by the Lead Agency's external and internal auditors may be relied upon and used by the State when planning and conducting additional audits.
2. For the purpose of determining compliance with Title 21, California Code of Regulations, Section 2500 et seq., when applicable, and other matters connected with



FY 2023-2024 LCTOP

the performance of the Lead Agency's contracts with third parties pursuant to Government Code § 8546.7, the project sponsor, its contractors and subcontractors and the State shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times during the entire project period and for three (3) years from the date of final payment. The State, the California State Auditor, or any duly authorized representative of the State, shall each have access to any books, records, and documents that are pertinent to a project for audits, examinations, excerpts, and transactions, and the Lead Agency shall furnish copies thereof if requested.

3. The Lead Agency, its contractors and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the Civil Rights Department, or any other agency of the State of California designated by the State, for the purpose of any investigation to ascertain compliance with this document.

F. Special Situations

Caltrans may perform an audit and/or request detailed project information of the project sponsor's LCTOP funded projects at Caltrans' discretion at any time prior to the completion of the LCTOP.

I certify all these conditions will be met.

Melissa Cummins

(Print Authorized Agent)

Executive Director

(Title)

(Signature)

May 14, 2024

(Date)

FY 2023-2024 LCTOP

RESOLUTION # _____

Siskiyou County Local Transportation Commission

AUTHORIZATION FOR THE EXECUTION OF THE
CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS
FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)
FOR THE FOLLOWING PROJECT(S):

Reduced Fares - \$120,262

WHEREAS, the Siskiyou County Local Transportation Commission is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, the Siskiyou County Local Transportation Commission wishes to delegate authorization to execute these documents and any amendments thereto to Melissa Cummins, Executive Director.

WHEREAS, the Siskiyou County Transportation Commission wishes to implement the following LCTOP project(s) listed above,

NOW, THEREFORE, BE IT RESOLVED by the Commission of the Siskiyou County Local Transportation Commission that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

NOW THEREFORE, BE IT FURTHER RESOLVED that Melissa Cummins, Executive Director be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

NOW, THEREFORE, BE IT RESOLVED by the Commission of the Siskiyou County Local Transportation Commission that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY2023-2024 LCTOP funds:

(Continued to next page)



FY 2023-2024 LCTOP

List project(s), including the following information:

Project Name: Reduced Fares

Short description of project: \$1 for all Fares Rides

Amount of LCTOP funds requested: \$120,262

Benefit to a Priority Populations: All of Siskiyou County within STAGE Services

Amount to benefit Priority Populations: 50%

Contributing Sponsors (if applicable):

AYES:

NOES:

ABSENT:

Chair, Siskiyou County Local
Transportation Commission

May 14, 2024
Date

Melissa Cummins, Executive Director

Date



Siskiyou County Local Transportation Commission
REGIONAL TRANSPORTATION PLANNING AGENCY

Melissa Cummins, Executive Director
melissa@siskiyoucoltc.org

190 Greenhorn Road
Yreka, California 96097
D: 530.842.8238/C: 530.709.5060

To: Siskiyou County Local Transportation Commission

Agenda Item: 4J

Date: May 14, 2024

Subject: Bylaws for the Social Services Transportation Advisory Council (SSTAC)

Past Action

On April 9, 2024, the Commission appointed representatives to the SSTAC for various terms.

Background

The Commission has never established bylaws for the Social Services Transportation Advisory Council, which is comprised of members appointed by the Commission.

The attached draft bylaws were presented to the SSTAC on Monday, April 29, 2024, for review. They have voted unanimously to recommend the enclosed bylaws to the Commission for approval.

Discussion

If necessary, as requested by the Commission.

Recommended Action

Approve bylaws for the Social Services Transportation Advisory Council effective May 14, 2024.

Attachments (1)

- Social Services Transportation Advisory Council Bylaws



Siskiyou County Local Transportation Commission Social Services Transportation Advisory Council Bylaws

The Social Services Transportation Advisory Council (SSTAC) was established under the requirements of Public Utilities Code § 99238. The SSTAC serves as an advisory body to the Siskiyou County Local Transportation Commission (SCLTC) regarding the transit needs of residents of the Siskiyou region, including but not limited to transit dependent and transit disadvantaged persons such as the elderly, disabled, and persons of limited means.

The SSTAC shall be governed by the following bylaws.

A. Responsibilities

1. Advise the SCLTC on the following:
 - i. Transit needs of the general public (i.e., hours of service, new bus routes, shorter headways, etc.) including but not limited to transit dependent and transit disadvantaged persons such as the elderly, disabled, and persons of limited means.
 - ii. Coordination between transit service providers in the region.
 - iii. Identify potential connections for people walking or riding bikes to or from transit for consideration by the SCLTC.
 - iv. Other issues the membership believes are relevant to transit in the Siskiyou region.
2. Annually participate in the identification of transit needs in the Siskiyou region, including unmet transit needs that may exist and may be reasonable to meet by establishing or contracting for new public transportation or specialized transportation services.
3. Annually review and recommend action by SCLTC which finds, by resolution, that:
 - i. There are no unmet transit needs;
 - ii. There are no unmet transit needs that are reasonable to meet;
 - iii. There are unmet transit needs, including needs that are reasonable to meet; and/or
 - iv. There are unmet transit needs that are not reasonable to meet.

B. Participants

1. SSTAC meeting participation shall include nine members per statutory guidelines (see Public Utilities Code Section 99238 below):
 - (a) One representative of potential transit users who is 60 years of age or older.
 - (b) One representative of potential transit users who is disabled.
 - (c) Two representatives of local social service providers for seniors, including one representative of a transportation provider.
 - (d) Two representatives of local social service providers for the disabled, including one representative of a transportation provider.
 - (e) One representative of a local social service provider for persons of limited means.
 - (f) Two representatives from the local consolidated transportation service agency, designated pursuant to subdivision (a) of Section 15975 of the Government Code, including one representative from an operator.



Siskiyou County Local Transportation Commission Social Services Transportation Advisory Council Bylaws

(g) The Commission may appoint additional representatives, including representatives of residents walking and bicycling to/from transit, to participate at SSTAC meetings and serve as an alternate for any of the nine statutory members, if needed.

2. In appointing council members, SCLTC shall strive to attain geographic and minority representation among council members.

C. Term of Appointment

In accordance with the Transportation Development Act one-third of the initial appointments to the Council shall be for a one-year term, one-third shall be for a two-year term, and one-third shall be for a three-year term. Subsequent to the initial appointment, the term of appointment shall be for three years, which may be renewed for an additional three-year term.

D. Vacancies

1. A vacancy shall be created when a member resigns; completes their term of appointment and does not wish to be reappointed; misses three consecutive regular meetings without good cause; or when a member can no longer carry out their responsibilities as a council member.
2. If a member resigns during their term the SCLTC Executive Director will post vacancy notices. Appointments will be brought before the SCLTC to fill any vacant position.
3. The SCLTC will appoint members pursuant to the Transportation Development Act.
4. All SSTAC positions shall be advertised, every three years, to either extend the tenure of current positions or appoint new members.

E. Duties

1. During the first meeting of the calendar year, the Council shall elect a Chair and Vice Chair to serve for one year or until the first meeting of the following calendar year. Upon resignation of an officer, a special election shall be held.
2. Officers
 - i. Chair:
 1. The Chair shall preside over all SSTAC meetings. The Chair may appoint committees, conduct elections to fill the positions of Chair and Vice Chair, prepare and sign correspondence reflecting SSTAC votes, or input provided, and may delegate their responsibility to sign correspondence.
 2. The Chair, or their designee, should approve the final unmet transit needs findings recommendation prior to staff presenting to the SCLTC.
 - ii. Vice Chair: In the absence of the Chair, the Vice Chair shall perform the duties of the chair.
 - iii. SCLTC Executive Director: The Executive Director, or their designee, shall prepare and post agendas, provide information and general assistance;



Siskiyou County Local Transportation Commission Social Services Transportation Advisory Council Bylaws

take meeting notes for all SSTAC meetings; prepare SSTAC letters and other correspondence, as requested by the Council; and prepare and distribute special notices, agenda announcements, staff reports and other materials, as directed by the Council or SCLTC management.

F. Organization and Procedures

1. **Meetings:** The SSTAC shall meet at least twice per year, typically in March and September. Additional meetings may be convened at the request of the Executive Director or a member of the Council. The meetings shall be open to the public, in compliance with the Ralph M Brown Act. All meeting locations must be ADA accessible.
2. **Quorum:** A quorum shall exist if two-thirds (2/3) of the currently appointed council members are in attendance (in-person or remotely). A quorum must exist for the council to conduct any official business.
3. **Voting:** Actions of the Council will be taken by consensus of all members in attendance. If an item requires formal action, it shall be by voice vote unless a member requests a roll call vote. A passing vote requires two-thirds voting yes.
4. **Limitation of Discussion:** The Council will allow public comment of up to three minutes. In certain circumstances the Council can extend the time to five (5) minutes.
5. **Conduct of Meetings:** Meetings are generally to be conducted in accordance with the principles of Robert's Rules of Order.
6. **Meeting Notes:** Meeting minutes recording the members and visitors present, motions entertained, and actions taken at each meeting shall be prepared by SCLTC staff, posted on the SCLTC website, and made available to the SCLTC after each SSTAC meeting.
7. **Bylaws:** These bylaws may be amended by a majority vote of the SSTAC members and subsequent approval by the SCLTC.
8. **Communications:** Official communications shall be in writing and shall be approved by a quorum of the SSTAC.
9. **Staff Assistance:** In addition to assistance from SCLTC staff, the SSTAC shall solicit technical assistance from Siskiyou Transit and General Express (STAGE) and relevant local agency staff regarding public transit and walking/bicycling access to public transit.



Siskiyou County Local Transportation Commission
REGIONAL TRANSPORTATION PLANNING AGENCY

Melissa Cummins, Executive Director
melissa@siskiyoucoltc.org

190 Greenhorn Road
Yreka, California 96097
D: 530.842.8238/C: 530.709.5060

To: Siskiyou County Local Transportation Commission

Agenda Item: 5

Date: May 14, 2024

Subject: Caltrans Summer 2024 Construction Update

Past Action

On March 14, 2023, staff from Caltrans presented an update on the upcoming 2023 construction season and answered questions from the Commission on projects within the region.

Background

Representatives from Caltrans will present an update to the Commission on the summer 2024 construction season.

Discussion

If necessary, as requested by the Commission.

Recommended Action

Presentation and discussion only.

Attachments (1)

- Caltrans' summer 2024 construction season presentation for the Siskiyou region.

NON-DISCRIMINATION POLICY STATEMENT



The California Department of Transportation, under Title VI of the Civil Rights Act of 1964, ensures "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Caltrans will make every effort to ensure nondiscrimination in all of its services, programs and activities, whether they are federally funded or not, and that services and benefits are fairly distributed to all people, regardless of race, color, or national origin. In addition, Caltrans will facilitate meaningful participation in the transportation planning process in a nondiscriminatory manner.

Related federal statutes, remedies, and state law further those protections to include sex, disability, religion, sexual orientation, and age.

For information or guidance on how to file a complaint, or obtain more information regarding Title VI, please contact the Title VI Branch Manager at (916) 324-8379 or visit the following web page:

<https://dot.ca.gov/programs/civil-rights/title-vi> .

1

Siskiyou County Active Projects



Caltrans District 2
Project Management
Catherine Low (530) 806-5625
Azeddine Bahloul (530) 908-9847

Siskiyou County Local Transportation Commission
190 Greenhorn Road Yreka, CA
May 14, 2024

2

Open House, Public Meeting, Survey, and Pre-Construction Workshop



The collage features four posters:

- Horse Creek Bridge Replacement:** Announces the replacement of the Kinosh River Bridge on State Route 99 in Solano County. The new bridge will be 343-feet long, 44-feet wide, and constructed on a new highway alignment. It is expected to be completed in the fall of 2023.
- MC Cloud Intersection Safety Project:** A public open house for the intersection safety project on State Route 89 in McCloud, CA. Details include: DATE: NOVEMBER 16, 2023; TIME: 4:00 PM - 6:00 PM; LOCATION: SCOUT HALL, 405 E COLOMBO DR., MCCLOUD, CA.
- I-5 Construction Project:** A public meeting for the I-5 construction project. Details include: When: May 10, 2023 from 4-6pm; Where: Dunsmuir Community Center, 4841 Dunsmuir Ave, Dunsmuir, CA. The project involves the reconstruction of Interstate 5 in and around Dunsmuir and Mount Shasta.
- Montague CAPM Paving Project Survey:** A survey for the Montague CAPM paving project. It includes a QR code for scanning and contact information for Caltrans District 2 at (530) 223-3428 or D2PIO@dot.ca.gov.

3



Last year, consultations with SCLTC were held on August 29, 2023 and September 22, 2023 to look ahead for potential future project candidates for programming in 2028.

STATE HIGHWAY CONSULTATIONS

2024 Consultations with local agencies are coming soon!

Kimi Taguchi, D2 SHOPP & non-SHOPP Coordinator, Asset Management
(D2Strategic Investment@dot.ca.gov)

Please encourage your Public Works and Administrators to attend the consultation.

4



5

Planning Phase



- SIS 3 Fort Jones Pavement**
Construction 2030
- SIS 97 Grass Lake Pavement**
Construction 2030
- Yreka I-5 Pavement**
Construction 2031
- SIS 96 Rock Drapery**
Construction 2029
- SIS 97 Whitney Crk Climate Adaptation**
Construction 2030



6

Project Development Phase



SIS 161 Klamath Lake Rehab

Construction 2025
\$14M

SIS 139/161 Pavement

Construction 2025

SIS 263 Bridge Repairs

Construction 2027

Hilt I-5 Pavement

Construction 2028
\$92M

SIS 97 Weed

Construction 2028
\$32M



SIS 3 Montague CAPM

Construction 2026
\$8M

7

Project Development Phase



SIS 89 McCloud CAPM

Construction 2025
\$24M

Thompson Crk Bridge Deck Replacement

Construction 2026
\$8M

Scott River Bridge Widening

Construction 2027
\$13M

Middle Mile Broadband Oversight

Construction 2025



SIS 97 Wildlife Overcrossing

Construction 2025
\$15M

8

Construction Phase



SIS 161 Pavement

Complete Construction
2023

SIS 97 Whitney Crk Mudflow/Debris Removal

Complete Construction
2023

I-5 Sac Gap Combined

Complete Construction
2024

SIS 96 Worker Safety Pullouts

Complete Construction
2024



Yreka Middle Mile Broadband Yreka Pavement Rehab Yreka Clean California

Complete Construction 2024
\$54M

9

Construction Phase



SIS 97 Dorris CAPM

Construction 2024
\$14M

I-5 Grenada Pavement

Construction 2024
\$23M

SIS 96 Portuguese and Cade Creek Bridges

Construction 2024
\$12M



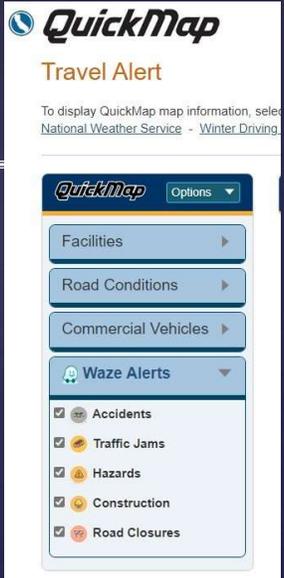
SIS 96 Horse Creek Bridge

Construction 2024
\$32M

10



Caltrans - District 2
2.1K likes · 3K followers



Facebook: <https://www.facebook.com/CaltransDistrict2/>
 Twitter (X): <https://twitter.com/CaltransD2>
 Instagram: <https://www.instagram.com/caltransdistrict2/>
 Email: D2PIO@dot.ca.gov
 Phone: (530) 356-5304

Webpage: <https://dot.ca.gov/caltrans-near-me/district-2>

11

Thank You



12



Siskiyou County Local Transportation Commission
REGIONAL TRANSPORTATION PLANNING AGENCY

Melissa Cummins, Executive Director
melissa@siskiyoultc.org

190 Greenhorn Road
Yreka, California 96097
D: 530.842.8238/C: 530.709.5060

To: Siskiyou County Local Transportation Commission

Agenda Item: 6

Date: May 14, 2024

Subject: Regional Surface Transportation Program Block Grant Program (RSTP) Project Selection

Past Action

On April 9, 2024, the Commission authorized the Executive Director to execute the Federal Apportionment Exchange Program agreement for FY 2023/2024. The invoice for the 23/24 allocation of \$ 129,455.00 was submitted to Caltrans on April 24, 2024.

The call for projects was sent to all eligible local partners via email the afternoon of April 9, 2024. Proposals were due by close of business on May 3, 2024.

Background

Staff received three project proposals, which are included in the packet for the Commission's consideration.

1) City of Dunsmuir – Apple Street Overlay	\$ 74,000
2) Town of Fort Jones – Scott River Road	\$ 55,000
3) City of Tulelake	
a. City Hall Parking Lot	\$ 20,000
b. C Street (Main to East Alley)	\$ 25,000
c. E Street/Main Street Intersection	\$ 45,000
 Total of All Project Proposals	 \$ 219,000
Total Available Funding	\$ 246,325

The chart showing the allocation history of this program is also included per the Commission's request.

The Executive Director will provide an update on projects with unspent allocations.

Any agency receiving an allocation of these funds must comply with the following requirements:

- Funds must be maintained in a separate account.
- Local agency overhead and other non-direct charges are ineligible expenses.
- Submit semi-annual progress reports to SCLTC including a description of work performed and costs incurred.

Representatives from agencies submitting a proposal were invited to attend the meeting and answer questions from the Commission.

Discussion

If necessary, as requested by the Commission.



Siskiyou County Local Transportation Commission
REGIONAL TRANSPORTATION PLANNING AGENCY

Melissa Cummins, Executive Director
melissa@siskiyoucoltc.org

190 Greenhorn Road
Yreka, California 96097
D: 530.842.8238/C: 530.709.5060

Recommended Action

Discussion and action regarding award of funding to one or more projects up to an amount not to exceed \$ 246,325.

Attachments (4)

- RSTP Allocation History Chart
- Project Proposal – City of Dunsmuir
- Project Proposal – Town of Fort Jones
- Project Proposal – City of Tulelake

Siskiyou County Local Transportation Commission

Regional Surface Transportation Program Block Grant

Agency	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	Awarded 21/22	Awarded 22/23	Total by Agency:	Additional Funding Requested:	Total by Agency (Including Requested Funding)
Collier Interpretive Center												\$ -	\$ -	\$ -
City of Dorris				\$ 117,648								\$ 117,648	\$ -	\$ 117,648
City of Dunsmuir	\$ 52,455					\$ 32,000						\$ 84,455	\$ 74,000	\$ 158,455
City of Etna					\$ 60,000						\$ 110,000	\$ 170,000	\$ -	\$ 170,000
Town of Fort Jones												\$ -	\$ 55,000	\$ 55,000
City of Montague											\$ 84,000	\$ 84,000	\$ -	\$ 84,000
City of Mt Shasta	\$ 109,346		\$ 144,732		\$ 124,092							\$ 378,170	\$ -	\$ 378,170
City of Tulelake										\$ 41,336	\$ 157,954	\$ 199,290	\$ 90,000	\$ 289,290
City of Weed	\$ 37,500			\$ 30,000					\$ 90,000			\$ 157,500	\$ -	\$ 157,500
City of Yreka												\$ -	\$ -	\$ -
Total Allocations RSTP:	\$ 109,346	\$ 89,955	\$ 144,732	\$ 30,000	\$ 184,092	\$ 32,000	\$ -	\$ -	\$ 90,000	\$ 41,336	\$ 351,954	\$ 1,073,415		

Fund Balance as of 04/05/2024: \$ 420,272.75
 Anticipated Revenue: \$ 129,455.00
 Less Outstanding Allocations: \$ (303,402.25)
 Current Fund Balance: \$ 246,325.50

Projects Funded through Commission's Allocation of CRRSSA
 \$ 86,000 City of Fort Jones - Horn Street
 \$ 43,664 City of Tulelake - C Street
 \$ 129,664

Balance of Current Allocations
 City of Etna \$ 104,112.25

* These funds are allocated directly to the agency and do not flow through the SCLTC.

CITY OF DUNSMUIR

"Home of the Best Water on Earth"



April 25, 2024

Melissa Cummins
Executive Director
Siskiyou County Transportation Commission
190 Greenhorn Road
Yreka, CA 96097

RE: Request for Regional Surface Transportation Program (RSTP) Funding

City of Dunsmuir – Apple Street Overlay Project

Dear Ms. Cummins:

In response to the Local Transportation Commission's call for projects under the Regional Surface Transportation Program, the City of Dunsmuir respectfully submits the following project for consideration by the LTC.

In the interest of public safety, the City of Dunsmuir's priority and demonstrated commitment is to rehabilitate existing paved roads which are deteriorated as well as upgrade/maintain storm drain facilities.

If the City of Dunsmuir was awarded this year's allocation of RSTP funds, the scope of work would include the rehabilitation of the Apple Street surface and replacement of a short drainage culvert.

Attached you will find the project proposal with project name, description, and funding breakdown. Again, the City of Dunsmuir appreciates the opportunity to submit our Project to the LTC for consideration. Please feel free to call with any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dustin Rief".

Dustin Rief
City Manager

Project Study Report
(For 2024 RSTP Funding Cycle)

PROJECT STUDY REPORT EQUIVALENT
(LOCAL ROADWAY PROJECT)

Responsible Agency: City of Dunsmuir
Project Name: Apple Street Rehabilitation

APPROVED

Dennis Dellabona, Director of Public Works
Project Manager

- 1. Transportation Problem:** Failing roadway; compromised storm drain culvert.
- 2. Route - Location:** City of Dunsmuir: Apple Street.
- 3. Description of Project Limits:** Apple Street from the intersection with Siskiyou Ave to the end of the street (approx. 400 lineal feet).

4. Description of Project Scope:

Asphalt pavement rehabilitation; aggregate base rehabilitation where necessary; remove and replace storm drain culvert; adjust utility vaults lids where necessary.

5. Functional Classification/Federal-aid System:

Apple Street is a "Rural Local" road that is not on the National Highway System and is ineligible for Federal Aid.

6. Environmental Status:

Environmental Document Type (CEQA) - CEQA has been performed and the project has received a Categorical Exemption.

Environmental Issues: Temporary construction issues (noise, dust, etc.) Issues to be addressed by special provisions.

7. Traffic Data (Estimated):

Current ADT: 30
% Trucks: 10%
Current Design Hourly Volume: 6

8. Roadway Geometric Information:

Will this project change existing geometrics? Yes No

9. Structure Information

Is bridge rehabilitation work included in this project? Yes No

Project Study Report
(For 2024 RSTP Funding Cycle)

10. Condition of Existing Facility:

The existing pavement surface is uneven, alligatored, and rutted. An existing 12” CMP storm drainpipe collapsed and no longer functions.

11. Pavement Rehabilitation:

Is any work on existing pavement included in this project? Yes No

12. Cost Estimate Breakdown

	<u>Cost</u>
<u>ENVIRONMENTAL STUDIES & PERMITS</u>	\$0
<u>PLANS, SPECIFICATIONS, & ESTIMATES</u>	\$5,000
<u>RIGHT OF WAY</u>	\$0
<u>CONSTRUCTION</u>	
Mobilization:	\$5,000
Demolition:	\$6,000
Asphalt Pavement Rehabilitation:	\$35,000
Drainage Improvements:	\$3,000
Traffic Control:	<u>\$5,000</u>
TOTAL CONSTRUCTION COST:	\$54,000
Construction Engineering:	\$15,000
TOTAL CONSTRUCTION COMPONENT COST:	\$69,000

13. Scheduling

<u>Project Component</u>	<u>Start Date</u>	<u>Estimated Completion</u>
Plans, Specifications, & Estimates	August 2024	September 2024
Right-of-Way Acquisition	N/A	N/A
Construction	May 2025	June 2025

14. Other Agencies Involved: None.

15. Other Considerations:

Utility and/or Railroad: No Railroad or Utility Involvement
Consistency with other Planning: Consistent w/ City of Dunsmuir Transportation Plan

Project Study Report
(For 2024 RSTP Funding Cycle)

16. Proposed Funding

	<u>Local Commitment</u>	<u>STIP Request</u>	<u>Total</u>
Environmental Studies & Permits:	0	\$0	\$0
Plans, Specifications, Estimates:	0	\$5,000	\$5,000
Right-of-Way Acquisition:	0	\$0	\$0
Construction (including support):	0	\$69,000	\$69,000
Total:	0	\$74,000	\$74,000

Source of Local Commitment: N/A.

17. List of Attachments:

A. Figure 1 - Location Map.

18. Report Preparation:

Prepared by Seth Petrie

Date: 04/26/24

This Project Study Report Equivalent (Local Roadway Project) has been prepared under the direction of the following registered Civil Engineer. The registered Civil Engineer attests to the technical information contained herein and the engineering data upon which recommendations, conclusions, and decisions are based.



Seth Petrie, C 72333

04/26/24

Date





Interstate 5

Apple Street

Siskiyou Ave

- Rehabilitation of pavement within the road ROW of **Apple Street**, extending ± 400 feet from Siskiyou Avenue to the end of the cul-de-sac. Work would include a pavement overlay as well as the replacement of a 20-foot segment of an 8-inch drainpipe.



Town of Fort Jones

11960 East Street
P. O. Box 40
Fort Jones, CA 96032

(530) 468-2281
(530) 468-2598 (FAX)

April 9, 2024

Siskiyou County Local Transportation Commission
1312 Fairlane Road, Suite 2
Yreka, CA 96097

RE: Scott River Road Chip Seal Project - RSTP Funding Request

Dear Commissioners:

The Town of Fort Jones would like to propose the Scott River Road Chip Seal Project as a candidate for award of available RSTP funds. The project is located within the Town of Fort Jones on Scott River Road from State Route 3 to the City Limits. Approximately 0.80 lane miles of roadway would receive a chip seal, which is a process used on existing roadways to seal any existing cracks and prevent the intrusion of water into the cracks which if left untreated could form into potholes. The project would qualify as road preservation since it will help preserve the structural integrity of the roadway for several more years.

The Town of Fort Jones previously had an agreement with the Siskiyou County Public Works Department to maintain this portion of Scott River Road in exchange for free water. Since then this agreement has been terminated and the Town lacks the funds to continue maintaining the roadway in a timely manner. The Siskiyou County Public Works Department will be chip sealing their portion of Scott River Road in the Summer of 2025 and the Town of Fort Jones sees this as a great opportunity to have the County Staff chip seal their portion of Scott River Road as well and pay them for the work. This will save them the mobilization costs that would normally need to be paid to a contractor if they put the project out for public bids.

The Town of Fort Jones would like to Request \$55,000 of available RSTP Funds.

Sincerely,


Jose Hernandez, PE C90911
Project Engineer

PROJECT STUDY REPORT
(LOCAL REHABILITATION)

Responsible Agency: **TOWN OF FORT JONES**
Project Name: **Scott River Road Chip Seal**

APPROVED

Everett Hullquist, Public Works Supervisor

1. **Transportation Problem:** Longitudinal and Transverse Cracking
2. **Route - Location:** Scott River Road– Town of Fort Jones
3. **Description of Project Limits:** State Route 3 to City Limits
4. **Description of Project Scope:** Chip Seal
5. **Functional Classification/Federal-aid System**

Federal-aid Highways

Urban Principal Arterial	Rural Principal Arterial
Urban Minor Arterial	Rural Minor Arterial
Urban Collector	Rural Major Collector

Highways ineligible for Federal-aid

Urban Local	X	Rural Minor Collector
		Rural Local

Federal-aid System

On the National Highway System? Yes ___ No X

6. **Environmental Status**

Environmental Document Type (CEQA) Categorical Exempt

Environmental Issues: Temporary construction issues (Noise, Dust, ETC.)
Issues to be addressed by special provisions.

7. **Traffic Data (Estimated)**

Current ADT	200
% Trucks	<u>2%</u>
Current Design Hourly Volume	<u>30</u>

Project Study Report
(For 2024 RSTP Funding Cycle)

8. Roadway Geometric Information

Will this project change existing geometrics? Yes ___ No X

9. Structure Information

Is bridge rehabilitation work included in this project? Yes ___ No X

10. Condition of Existing Facility

Cracking is Starting to Show at the Roadway Surface.

11. Pavement Rehabilitation

Is any work on existing pavement included in this project? Yes X No ___

12. Cost Estimate Breakdown

Cost

ENVIRONMENTAL STUDIES & PERMITS 0

PLANS, SPECIFICATION, & ESTIMATES 0

RIGHT OF WAY 0

CONSTRUCTION

Chip Seal Work Cost

Chip Seal Materials 40,000

Shoulder backing & Misc. 6,000

Traffic Control 3,000

Construction Site Management 1,000

SUBTOTAL: 50,000

10% Contingency: 5,000

TOTAL CONSTRUCTION COST:

Construction Support 0

TOTAL CONSTRUCTION COMPONENT COST: 55,000

Project Study Report
(For 20/21 RSTP and CCRSAA Funding Cycle)

13. Scheduling

<u>Project Component</u>	<u>Start Date</u>	<u>Estimated Completion</u>
Environmental Studies and Permits	May 2024	May 2024
Plans, Specifications and Estimates	N/A	N/A
Right of Way Acquisition	N/A	N/A
Construction	June, 2025	June, 2025

14. Other Agencies Involved Siskiyou County

15. Other Considerations

Utility and/or Railroad: No Railroad or Utility Involvement

Consistency with other Planning: Consistent w/ Town of Fort Jones Transportation Plan.

16. Proposed Funding

	<u>Local Commitment</u>	<u>RSTP Request</u>	<u>Total</u>
Environmental Studies and Permits	0	0	0
Plans, Specifications, and Estimates	0	0	0
Right of Way Acquisition	0	0	0
Construction	0	55,000	55,000
Total:	0	55,000	55,000

Source of Local Commitment: N/A

17. List of Attachments

A. Vicinity Map

18. Report Preparation

Prepared by Jose Hernnandez

Date: 4/10/2024

This Project Study Report (Local Rehabilitation) has been prepared under the direction of the following registered civil engineer. The registered civil engineer attests to the technical information contained herein and the engineering data upon which recommendations, conclusions, and decisions are based.


REGISTERED CIVIL ENGINEER

4/10/2024
DATE

SCOTT RIVER RD CHIP SEAL PROJECT

Write a description for your map.

Legend

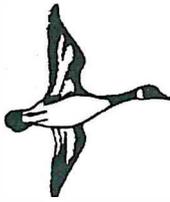
 Project Limits



Google Earth 3

Image © 2024 Airbus

900 ft



CITY OF TULELAKE

591 Main Street
P. O. Box 847, Tulelake, CA 96134
Phone 530-667-5522 ~ FAX 530-667-5351
info@cityoftulelake.com



May 3, 2024

Melissa Cummins, Executive Director
Siskiyou County Local Transportation Commission
190 Greenhorn Road
Yreka, CA 96097

RE: Regional Surface Transportation Program (RSTP) Funds

Dear Melissa,

The City of Tulelake would like to request RSTP funding for the following three projects listed below:

1. City Hall Parking Lot

- The City is requesting \$20,000 for paving the parking lot. This includes bidding, construction administration, and construction.
- This project will be bid and constructed summer 2024.

2. C Street (Main St to East Alley)

- Project will be short of total funds currently allocated using the partnering funds of RSTP & CRRSAA programs.
- City is requesting \$25,000 for bidding, construction administration, and construction.
- This project will be bid and constructed the summer of 2024.

3. E Street / Main Street Intersection Improvements

- Project construction is nearing completion, however the City is short total funds and has been able to use partnering funds through the STIP and RSTP programs.
- City is requesting \$45,000 for construction administration and construction.

The City of Tulelake is projecting to have the three above projects completed within one year or sooner. Thank you in advance for consideration of the City's request.

Sincerely

Jenny Coelho
City Hall Administrator



Siskiyou County Local Transportation Commission
REGIONAL TRANSPORTATION PLANNING AGENCY

Melissa Cummins, Executive Director
melissa@siskiyoucoltc.org

190 Greenhorn Road
Yreka, California 96097
D: 530.842.8238/C: 530.709.5060

To: Siskiyou County Local Transportation Commission

Agenda Item: 7

Date: May 14, 2024

Subject: Unmet Transit Needs Findings – FY 2024/2025

Past Action

On July 11, 2023, the Commission adopted Resolution No. 23-26 adopting the unmet transit needs findings for FY 2023/2024.

Background

Prior to making an allocation from the Local Transportation Fund not directly related to public transportation services the transportation planning agency is required to complete the following:

- a. Consult with the Social Services Transportation Advisory Council (SSTAC).
- b. Identify the transit needs of the jurisdiction, including an analysis of the adequacy of existing public transportation services, potential alternative public transportation services and service improvements that may meet the demand.
- c. Identify the unmet transit needs and those needs that are reasonable to meet.
- d. The RTPA must hold at least one public hearing.
- e. The RTPA must adopt a resolution defining unmet transit needs and reasonable to meet.
- f. The RTPA may not determine a request not reasonable to meet due to available resources as the sole reason.
- g. The agency's determination of needs that are reasonable to meet shall not be made by comparing unmet transit needs with the need for streets and roads.
- h. Adopt by resolution a finding that there are (1) no unmet transit needs, (2) there are no unmet transit needs that are reasonable to meet, or (3) there are unmet transit needs, including those that are reasonable to meet.
- i. If the RTPA adopts a finding that there are unmet transit needs, including needs that are reasonable to meet, then the unmet transit needs shall be funded before any allocation is made for streets and roads within the jurisdiction.

The Social Services Transportation Advisory Council met on April 29, 2024, to review the enclosed list of service requests received between July 17, 2023, and April 15, 2024. The recommendations included in the attached document have been reviewed by the SSTAC Chair, Denise Patterson, and submitted to the Commission at their request.

The draft resolution is included for the Commission's consideration.

Discussion

If necessary, as requested by the Commission.



Siskiyou County Local Transportation Commission
REGIONAL TRANSPORTATION PLANNING AGENCY

Melissa Cummins, Executive Director
melissa@siskiyoucoltc.org

190 Greenhorn Road
Yreka, California 96097
D: 530.842.8238/C: 530.709.5060

Recommended Action

Adopt Resolution summarizing the unmet transit needs findings for FY 2024/2025.

Attachments (2)

- Resolution Adopting Unmet Transit Needs Findings for FY 2024/2025
- Unmet Transit Needs Summary (Attachment A to Resolution)

Siskiyou County Local Transportation Commission

Resolution No. _____

Resolution of Unmet Transit Needs Findings for FY 2024/2025

WHEREAS, pursuant to Public Utilities Code (PUC) § 99401.5 the Commission is required to seek public input, including holding at least one public hearing, to identify unmet transit needs within the region; and

WHEREAS, a public hearing was held on April 9, 2024, during the Siskiyou County Local Transportation Commission regular meeting in Yreka, California. The public workshop was advertised in area newspapers, posted on the Commission's website, notices were shared on various social media platforms, posted in buses and at the Transit Center; and

WHEREAS, PUC § 99401.5(d) requires the Commission to adopt by resolution a finding for the jurisdiction that (1) there are no unmet transit needs, (2) there are no unmet transit needs that are reasonable to meet, or (3) there are unmet transit needs, including those that are reasonable to meet; and

WHEREAS, the hearing and additional public input provided the requests for transit service as outlined in the attached Exhibit A; and

WHEREAS, these requests were reviewed by the Social Services Transportation Advisory Council (SSTAC) at its meeting on April 29, 2024; and

WHEREAS, SSTAC submits the following to the Commission:

a. ID #'s 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 136, 137, 138, 139, 140, 142, 143, 148, and 150 do not meet the definition of unmet transit needs as identified in Resolution No. 24-05. Many of these requests involve minor operational improvements, bus stops or route changes that have already been addressed by STAGE, or a service that STAGE is already in the process of, or planning on implementing as soon as resources are available.

b. ID #'s 135, 141, 144, 145, and 149 – SSTAC requested additional information on these service requests to make a recommendation to the Commission.

c. ID # 146 – This request was considered reasonable to meet. SSTAC recommends STAGE make information about the discount application and route deviation more publicly available.

WHEREAS, after consideration of all information presented on unmet transit needs, the results of the public hearings and a review of services currently available the Commission has determined that there are unmet transit needs, but those requests require additional information to make a final determination as to the matter of reasonable to meet and hereby directs staff to evaluate those requests and report back to the SSTAC at the earliest date possible.

NOW, THEREFORE, BE IT RESOLVED that the Siskiyou County Local Transportation Commission makes the determination that there are currently Unmet Transit Needs that are reasonable to meet but defers the determination of reasonable to meet until staff completes further evaluation of those requests.

SIGNATURES FOLLOW ON NEXT PAGE

PASSED AND ADOPTED this 14th day of May 2024, by the following vote:

AYES:

NOES:

ABSENT:

Bruce Deutsch, Chairperson

ATTEST:

Melissa Cummins
Executive Director

ID	Date of Request	Requested Service	Reason for Request	# of persons expected to use service	Request Received Date	Meets Definition of:		SSTAC Recommendation	STAGE Input
						Unmet Transit Needs ?	Reasonable to Meet ?		
120	7/17/2023	Joe has been riding STAGE periodically for several years. He works at COS in Yreka, and rides to Fort Jones. Joe would like RT4 to be dispatched to COS as an "on call" stop as needed. Joe would like to be called with a decision as soon as one is available	Recent changes to the schedule has made it difficult for this rider to catch the bus, and he will need to walk to the transit center or Raley's. This will cut into his time at work.	1		No		N/A	04/23/2024 - Passengers can do a transfer from Route 3 to Route 5.
121	7/17/2023	I was unable to find a map on your website depicting the Stage Route stops. If possible, a .pdf formatted map would be preferred. It would be nice to know where the stops are before I visit the area. I plan to fly into the Dunsmuir Airport.	Request is for the ease of locating bus stops throughout the county by having a downloadable PDF or link to an online map. This would help riders access location information from handheld devices.		7/17/2023	No		See STAGE Input	04/23/2024 - STAGE applied for funding through SB125 to develop a separate website that would include easier access to routes and bus stops.
122	8/7/2023	Cecelia is a senior that has difficulties making it to the bus stop at the Mt. Shasta shopping center. She is requesting an early morning stop at Cold Creek Inn. She was a frequent rider prior to 2020 and would like to resume picking up the bus at Cold Creek.	Senior, does not drive, and would like to come to Yreka to do her shopping	1	8/7/2023	No		See STAGE Input	11/8/23 - We will bring back this early bus from south county to north county when our new driver is trained.
123	8/8/2023	On behalf of Yreka students and teachers. Route 4 Yreka to Fort Jones and Etna departing at 3:30 as it was in prior years. Also, bus leaving Miner Diner leaves at 2:21pm when Yreka High school does not let out until 3:09pm.	Students commuting to and from Etna and Yreka high schools are having to wait 2.5 hours.	8		No		See STAGE Input	02/09/24 - STAGE adjusted the route to meet this need.
124	9/8/2023	More service from Easy Street to Yreka and vice versa.	Need to get to and from work in Yreka daily. Will be looking for work soon.	1	9/11/2023	No		See STAGE Input	04/23/2024 - STAGE offers several buses that can meet this need.
125	9/11/2023	Change Route 4 Run 3 departure time from Yreka of 2:40pm to 3:40pm.	This will allow kids that go to school in Yreka but live in Fort Jones and Etna to take the bus home from school and not have to wait until the last run when it is often dark and more dangerous.	3	9/12/2023	No		See STAGE Input	4/23/24 - Request has been met with new schedule on 4/2/24.
126	9/12/2023	Bus departure time from Yreka to Scott valley around 3:30pm.	Students and medical staff from the hospital can get back to Scott valley before it gets too late/dark.	5	9/12/2023	No		See STAGE Input	4/23/24 - Request has been met with new schedule on 4/2/24.
127	9/13/2023	Bus route from Miner Diner at around 3:30pm instead of 5:30pm to south county - revert to previous schedule with this time, please.	I am a student who would like to use the bus after I get out of school. I currently have to wait two hours after school for the bus at Miner Diner and switch buses at the Raley's Shopping Center where there is a lot of drug activity. It makes me feel unsafe.	1	9/13/2023	No		See STAGE Input	4/23/24 - Request has been met with new schedule on 4/2/24.
128	10/2/2023	Add a stop going to Raley's from Campbell Tracts at 10:50am. So I can start a new job.	I'm in need of a ride. This is the only way for a ride to my new job.	1	10/2/2023	No		See STAGE Input	We were able to add this to Route 5.
129	10/6/2023	I would like it if there was a bus available for kids to take from McCloud to Mt. Shasta High School. School begins at 8:05 AM	I pass the STAGE bus each day as it goes to McCloud and I go to Mt. Shasta. It's only minutes and it would benefit my family. The bus goes over to McCloud about 2:30 School dismisses at 3:05 PM	5	10/6/2023	No		See STAGE Input	4/23/24 - Request has been met with new schedule on 4/2/24.
130	10/7/2023	To facilitate children in McCloud, we need bus service that works with school star. School starts at 8:00 AM at high school. There are approximately 17 children who attend and could use this service.	We would like a reliable way to get our children to school. This is low income area & many of us have no cars or can't afford the gas.	17	10/27/2023	No		See STAGE Input	4/23/24 - Request has been met with new schedule on 4/2/24.
131	10/6/2023	Please change the bus schedule to accommodate the McCloud kids that are going to Mt Shasta high school. School begins at 8:05 am Dismissal 3:05 PM	We would like to support public transportation and make it less of a hardship on parents when STAGE already goes almost in the same time-frame.	1	10/6/2023	No		See STAGE Input	4/23/24 - Request has been met with new schedule on 4/2/24.
132	10/10/2023	To bring my child to school.	To bring my child to school at Mt. Shasta high School at 8:05 AM.	1		No		See STAGE Input	4/23/24 - Request has been met with new schedule on 4/2/24.
133	10/9/2023	To be earlier in McCloud in the AM. So kids can get to school on time.	To accommodate for the high school students. Thanks :-)	1		No		See STAGE Input	4/23/24 - Request has been met with new schedule on 4/2/24.
134	10/6/2023	Please change the bus schedule to accommodate the McCloud kids that are going to Mt. Shasta Highschool. School begins at 8:05 am and dismisses at 3:05pm	We would like to support public transportation and make it less of a hardship on parents. In fulfilling this request students at Mt Shasta Highschool would have alternative transportation from McCloud to school and back.	1		No		See STAGE Input	4/23/24 - Request has been met with new schedule on 4/2/24.
135	10/11/2023	Getting kids to school each morning, picked up at a later time after practice.		2		Yes		Further information required and research by STAGE to identify possible solutions.	4/23/24 - Morning service requested was addressed with the new schedule on 4/2/24. The afternoon service request will need to be evaluated.

ID	Date of Request	Requested Service	Reason for Request	# of persons expected to use service	Request Received Date	Unmet Transit Needs ?	Reasonable to Meet ?	SSTAC Recommendation	STAGE Input
136	12/8/2023	More frequent service between Gazelle and Yreka, preferably in the early afternoon.	Uses the service regularly for all appointments and errands	5	12/8/2023	No		See STAGE Input	STAGE currently offers six times.
137	12/27/2023	Probation Department attendees need a connecting bus that can connect passengers going north into Yreka from the 9:38 "Cascade Flyer Rt.1" express bus that comes from Dunsmuir to Yreka.	Probation Department attendees coming from Southern Siskiyou County are not able to make morning appointments do to a gap in the northbound morning schedule connecting with the Route 1 Cascade Flyer.	2	12/27/2023	No		See STAGE Input	4/23/24 - Request has been met with new schedule on 4/2/24.
138	12/27/2023	Probation Department attendees need to be able to connect from in-town Yreka to the southbound express (Rt.1 Cascade Flyer) at 1:10 pm.	There is a gap in the afternoon schedule during the time that southbound passengers in town want to connect with the southbound express bus (Rt1 Cascade Flyer) at 1:10.		12/27/2023	No		See STAGE Input	4/23/24 - Request has been met with new schedule on 4/2/24.
139	2/26/2024	Official bus stop at the bottom of the driveway leading up to 9625 N. Highway 3. Susan stated that Jeffrey Varnell has been picking up and dropping off at this location for over a year.	Debby Cartier, who is currently driving the Fort Jones Route, suggested that Susan put in a request with the office to make this stop "official."	1	2/26/2024	No			This is an on-call stop.
140	2/20/2024	Requesting a bus stop sign be placed across the street from the Green View Post Office.	I am not sure where to wait for the bus, and like to ensure that I am standing in the correct location.		2/20/2024	No			The pole that held the sign was damaged. STAGE will have staff install new sign.
141	4/4/2024	Requested Saturday service during the summer.		1	4/5/2024	Yes	Undetermined	Additional information needed to make determination.	
142	4/15/2024	Services being requested for routes from Dunsmuir and McCloud to the College of the Siskiyou and connecting south counties to Yreka. Rider needs connections from Mt. Shasta to surrounding communities to shop, attend activities, events and medical appointments.	This community member is visually impaired and has school age children. Is attending and has children who will be attending College of the Siskiyou wants opportunities to attend more classes, and for resident students to be able to travel off campus. Needs school age children to be able to commute to and from school and to events and after school activities. Reduction in public transportation coverage after the COVID lock-downs has caused issues of isolation for Kristina and her children due to her visual impairment and stater that she has had to pull her kids out of school.	3	4/5/2024	No		STAGE should contact rider to assist with information on existing services offered and connections that may address needs.	
143	4/15/2024	Make website schedule more clear, and telephone contact easier to locate. Provide service to Lake Shastina. Expand services to the community.	When this county resident moved to Lake Shastina bus service was offered to Lake Shastina, but when her car needed to be repaired there was no option to get to and from her repair appointment.	0	4/15/2024	No		STAGE already working on establishing service to Lake Shastina and awaiting funding to develop new STAGE website.	
144	4/11/2024	Rain Rock would like to partner with STAGE to provide more times on the schedule.	They will be hiring 70 more employees once the hotel is completed and would like to partner with STAGE to provide the employees with transportation to work and back home. The Casino is already on STAGE's current schedule.	70	4/10/2024	Yes		STAGE setup meeting to identify specific needs, evaluate current service provided, and report back on findings.	
146	4/9/2024	Easier access for applying for discounts. Access to medical services, food banks, legal services. ADA route deviation requests.	Clients who need to access essential services.		4/9/2024	Yes		STAGE should make information about discount application process more publicly available.	Passengers can apply via electronic methods. Route deviation offered upon request and confirmation of feasibility
145	4/9/2024	Bus Service to Dorris	Access to services (specifically within the state) that they currently do not have in Butte Valley such as DMV, courts, etc.		4/9/2024	Yes	Undetermined	Additional information needed to make determination.	
148	4/9/2024	Request for service to/from Lake Shastina	Access essential services.		4/9/2024		No		STAGE already working on establishing service to Lake Shastina and awaiting funding to develop new STAGE website.
149	4/9/2024	Service to Dorris/Butte Valley for seniors.	Access to state specific services such as Courts or DMV.		4/9/2024	Yes	Undetermined	Additional information needed to make determination.	
150	4/9/2024	More frequent service in Yreka.	Increase frequency so residents can get around town easier.		4/9/2024	No		See STAGE Input	STAGE currently has circular route that includes Yreka.



Siskiyou County Local Transportation Commission
REGIONAL TRANSPORTATION PLANNING AGENCY

Melissa Cummins, Executive Director
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190 Greenhorn Road
Yreka, California 96097
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To: Siskiyou County Local Transportation Commission

Agenda Item: 8

Date: May 14, 2024

Subject: Adoption of FY 2024/2025 Overall Work Program

Past Action

- On June 13, 2023, the Commission approved the Overall Work Program for FY 2023/2024 via Resolution No. 23-25.
- On October 10, 2023, the Commission approved Amendment #1 to the Overall Work Program for FY 2023/2024 via Resolution No. 23-34.

Background

The OWP is a one-year scope of work and budget for transportation planning activities and funding sources to be accomplished between July 1 and June 30 of the upcoming fiscal year. It is a statement of proposed work and estimated costs that tie specific available transportation planning funding sources to specific transportation planning activities.

The Commission's Overall Work Program (OWP) and planning budget for Fiscal Year (FY) 2024/25 was drafted to identify critical planning efforts within the region. The OWP, as proposed, includes SCLTC staff time, consultant services, and other direct expenses. The FY 2024/25 budget of \$ 536,000 is fully funded by anticipated revenue from the Regional Planning Assistance program, the State Transportation Improvement Program, local funds, and grant funds from the California Transportation Commission's Active Transportation Program.

The Commission is required to submit the draft OWP for the upcoming fiscal year to Caltrans District 2 by March 1st each year. Staff submitted the draft for review and comments on March 4, 2024. Caltrans provided their comment letter (attached) on March 26, 2024. Staff's responses to their comments are included as well.

The final draft of the Overall Work Program for FY 2024/2025 is enclosed for the Commission's review and approval.

Discussion

If necessary, as requested by the Commission.

Recommended Action

- Adopt Resolution approving the FY 2024/2025 Overall Work Program;
- Authorize the Executive Director to execute the FY 2024/2025 Overall Work Program Agreement, FY 2024 Certifications and Assurances for FTA Assistance Programs, FY 2024/2025 FHWA and FTA State and



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Metropolitan Transportation Planning Process Self-Certification, FY 2024/2025 Debarment and Suspension Certification, including future amendments to these documents as necessary;

- Authorize the Executive Director to make administrative amendments to the OWP that do not increase the budget.

Attachments (8)

- Overall Work Program FY 2024/2025
- Caltrans Comment Letter
- Staff Responses to Caltrans Comment Letter
- Resolution adopting the FY 2024/2025 Overall Work Program
- FY 2024/2025 Overall Work Program Agreement
- FY 2024 Certifications and Assurances for FTA Assistance Programs
- FY 2024/2025 FHWA and FTA State and Metropolitan Transportation Planning Process Self-Certification
- FY 2024/2025 Debarment and Suspension Certification



**1312 Fairlane Road, Suite 2
Yreka, California 96097
Phone: 530.709.5060**

**Overall Work Program
Fiscal Year 2024/2025**

Date of Adoption: May 14, 2024

Melissa Cummins, Executive Director

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Introduction

Siskiyou County lies on the northern boundary of California, bordered by Oregon to the north, Del Norte and Humboldt Counties to the west, Trinity, and Shasta Counties to the south and Modoc County to the east. The economic base of the County is a combination of agriculture, forest products, and recreation.

The region encompasses 6,287 square miles with a variety of terrains including valleys, rivers, high desert landscape, and the picturesque Mount Shasta. A significant portion of the County's area is owned by various federal agencies such as the United States Forest Service and the Bureau of Land Management. There are five national forests within Siskiyou County that collectively total approximately sixty percent of the County's land. These federally owned lands limit the amount of property tax available to the County.

Some of the land uses within the region include residential, commercial, industrial, and agricultural. One quarter of the total acreage of the County is used for agricultural purposes.

Siskiyou County ranks 45th in the state for estimated population, which as of January 2023 indicates a projected County population of 43,548. This equates to an estimated 6.93 people per square mile.

The region encompasses nine incorporated cities, five community service districts, plus numerous smaller communities such as Callahan, Cecilville, Edgewood, Gazelle, Greenview, Grenada, Hilt, Horse Creek, Klamath River, Macdoel, Seiad Valley, and Somes Bar. Many of the communities are located along a state route corridor such as State Route 3, State Route 96, State Route 97, or Interstate 5. The City of Yreka is the County seat. The region also includes two federally recognized tribes, the Karuk Tribe, and the Quartz Valley Indian Reservation. Both entities are members of the Technical Advisory Committee. In addition to the numerous local agencies the region also encompasses lands managed by federal land management agencies such as the United States Forest Service (Klamath and Shasta-Trinity) and the Bureau of Land Management.

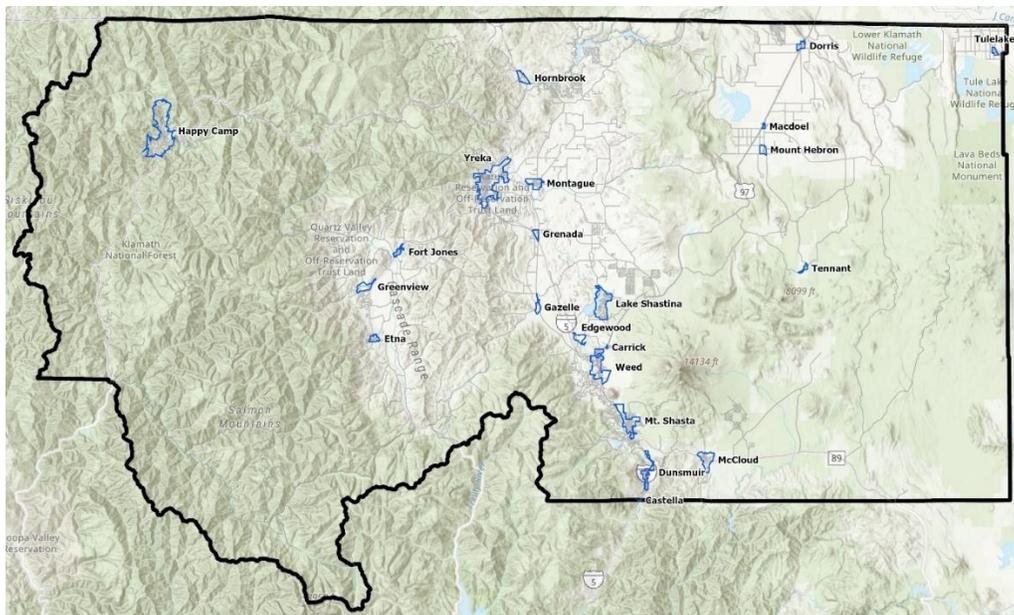


Figure 1 – County of Siskiyou Map

Coordination between the various agencies within the region and across the north state is essential to the successful delivery of projects. The SCLTC will be actively involved with projects to ensure all appropriate agencies are engaged.

SCLTC will endeavor to engage the numerous local, state, and federal agencies and coordinate transportation planning at the regional level while providing input and coordinating with agencies on smaller scale efforts.

Background

The Siskiyou County Local Transportation Commission (SCLTC) is the designated Regional Transportation Planning Agency (RTPA) for Siskiyou County. SCLTC provides support and assists with coordination on projects between our local partners and various funding programs.

The transportation planning requires involvement from a variety of stakeholders including, but not limited to, federal, state, and local agencies, tribal governments, private partners, and the public. During the year a variety of projects are at various phases of the planning process. The Overall Work Program identifies a set of priorities for Commission staff to accomplish during the fiscal year, which is July 1st to June 30th of the following calendar year.

The Overall Work Program (OWP) identifies opportunities for collaboration, coordination, public engagement and financing for various plans and programs. Each work element within the identifies the funding sources, expected activities, and outcomes. One of the core products of the OWP is the Regional Transportation Plan (RTP). The OWP and RTP should be consistent with federal and state planning goals, programs, plans, and objectives. They represent a unified approach to a multimodal regional transportation network.

The key programs linked to the OWP include the Regional Transportation Improvement Program (RTIP), State Transportation Improvement Program (STIP), Federal State Transportation Improvement Program (FSTIP), State Interregional Transportation Improvement Program (ITIP), and State Highway Operation and Protection Program (SHOPP).

Organization

The Siskiyou County Local Transportation Commission (SCLTC) was created by the Transportation Development Act (TDA) and established in 1972. The SCLTC governing board consists of three delegates appointed by the Siskiyou County Board of Supervisors and three delegates appointed by the League of Local Agencies, which represents the nine incorporated cities. Each appointing agency also has one alternate.

In 2023 the Commission created a full-time Executive Director position to manage all daily activities, projects, and coordination activities. This is currently the Commission's only staff. Commission activities are supported by dedicated transportation funding such as the local transportation funds, rural planning assistance funds (OWP), and other grant programs (as awarded). The Rural Planning Assistance (RPA) funds provide for transportation planning activities within the region and fund most of the work outlined in the OWP.

The Siskiyou County Local Transportation Commission's Technical Advisory Committee (TAC)

consists of representatives from each incorporated City, the Karuk Tribe, the Quartz Valley Indian Reservation, Siskiyou County Public Works, Caltrans District 2, and Siskiyou Transit and General Express. The TAC currently meets as needed to review topics and make recommendations to the SCLTC.

The Social Services Transportation Advisory Council (SSTAC) helps ensure broad citizen participation and assists with the annual Unmet Transit Needs Findings. The SSTAC is a “mechanism to solicit input of transit dependent and transit disadvantaged persons, including the elderly, handicapped and persons of limited means.” The SSTAC will also serve as the Citizens Advisory Committee (CAC) to facilitate community and public input during regional transportation planning activities. Data gathered throughout the year will be used to identify opportunities for coordination of services and identify gaps or needs that are not currently met by existing services.

Siskiyou County Local Transportation Commission (Regional Transportation Planning Agency)					
Representatives – Board of Supervisors			Representatives – League of Local Agencies		
Commissioner	Commissioner	Commissioner	Commissioner	Commissioner	Commissioner
Michael Kobseff Supervisor District 3	Nancy Ogren Supervisor District 4	Ed Valenzuela Supervisor District 2	Bruce Deutsch Councilmember City of Dunsmuir	Paul McCoy Councilmember City of Yreka	Susan Tavalero Councilmember City of Weed
	Brandon Criss Supervisor District 1			Julia Mason Councilmember Town of Fort Jones	
		Staff			
		Executive Director Melissa Cummins			

Technical Advisory Committee	
Member Agency	Representative
Siskiyou County Public Works	Director of Public Works
Caltrans, District 2	Regional Planner Or Designee
City of Dorris	City Administrator
City of Dunsmuir	Director of Public Works
City of Etna	Director of Public Works
Town of Fort Jones	Town Administrator
City of Montague	Director of Public Works
City of Mount Shasta	Director of Public Works
City of Tulelake	Director of Public Works
City of Weed	Director of Public Works
City of Yreka	Director of Public Works
Siskiyou Transit and General Express (STAGE)	Director of Public Works
Karuk Tribe	Transportation Director
Quartz Valley Indian Reservation	Vacant

Social Services Transportation Advisory Council		
Term Expires 04/08/24	Term Expires 04/08/25	Term Expires 04/08/26
Teri Gabriel	Denise Patterson	Kelly Harris
	Misty Rickwalt	Emily Tuholski

Public Participation

The Commission encourages participation from the public in a variety of ways. Information about upcoming meetings is posted on the Commission's Facebook Page (<https://www.facebook.com/sistransportation/>). The agenda packets are posted to the Commission's page on the County website in accordance with California Government Code 54954.2. A printed copy of the agenda is posted at the Siskiyou County Transit Center for public review.

Regular meeting agenda packets are sent to any individual who requests to be added to an email notification list. These email notifications are sent to Commissioners, interested Siskiyou County staff, members of the Social Services Transportation Advisory Council (SSTAC), and members of the Technical Advisory Council (TAC).

Commission staff also coordinate with the Public Information Officer and other relevant departments at the County of Siskiyou to distribute information through their various social media platforms to increase public awareness and increase participation in various Commission activities.

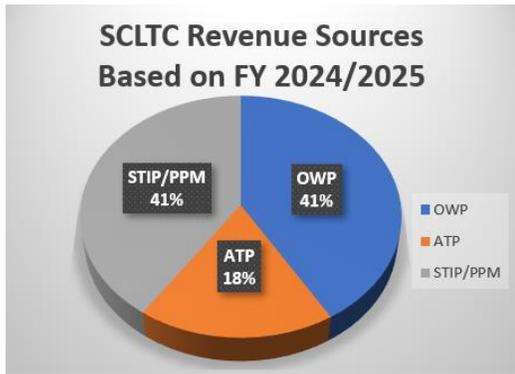
The Commission is in the process of developing a comprehensive Public Participation Plan that identifies key stakeholders and methods to regularly engage the public in the transportation planning process. Regular updates, as necessary, will be conducted to ensure ongoing active engagement from the public and stakeholders.

Revenue Sources

SCLTC's Overall Work Program for FY 2024/2025 will utilize \$ 230,000. The anticipated revenue sources are described by fund source below and amounts are included in Table 1 and Appendix A. This program is financed by a combination of State and local funding sources identified below as approved by the SCLTC:

- Rural Planning Assistance (RPA) – These funds are provided by subvention through Caltrans, Rural RPA funds are estimated to be \$6.5 million, pending adoption of the State budget. RPA funds are available for specific eligible uses on a reimbursement basis. Recipients may carry over a maximum of twenty-five percent (25%) of unexpended funds from one fiscal year to the next.
- State Transportation Improvement Program (STIP) Planning, Programming, and Monitoring (PPM) – The Commission may use up to five percent (5%) of its Regional Improvement Program (RIP) shares for eligible PPM activities associated with the STIP requirements. SCLTC is proposing to use a portion of the 2024 STIP shares to continue a contract to provide updated pavement condition index data to local agencies; as well as to complete the next update to the Siskiyou County Regional Transportation Plan.
- Regional Surface Transportation Program (RSTP) - The SCLTC annually receives State Highway Account funds representing the County's share of the Federal Regional Surface Transportation Program.

- Active Transportation Program (ATP) – The Commission was awarded a grant through the California Transportation Commission’s Active Transportation program in October 2021. The grant was awarded for the development of a Regional Active Transportation Plan. RPA and RSTP funds are being used as the required match for the ATP grant.



- Local Transportation Funds (LTF) – The Commission utilizes LTF funds to augment the RPA and STIP funds for any non-eligible expenses throughout the fiscal year.

Table 1 – Revenue Sources for FY 2024/2025

Work Element 601 - Administration

Purpose

This task includes regular activities such as compiling and distributing monthly SCLTC meeting agendas, TAC agendas, and SSTAC agendas, preparing minutes, overseeing financial audits and reports, managing consultant contracts not specific to a certain project. The overall purpose of this task is to ensure the SCLTC is operating efficiently and within all applicable regulations and policies and performing the duties associated with a Regional Transportation Planning Agency.

Previous Work

- Prepare monthly agenda packets then draft minutes.
- All administrative work related to Commission operations (fiscal, contracts, etc.)
- Provided reports necessary to complete required TDA audits.
- Reviewed draft audits, submitted final draft to SCLTC for acceptance, submitted final drafts to State Controller's Office and Caltrans.
- Coordinated meeting dates for TAC.
- Revised policy regarding remote attendance to enhance participation from stakeholders.

Task or Activity, Work Product, and Schedule

Task 1: Prepare all agenda materials for SCLTC meetings.

Product: LTC agenda packets and meeting minutes.

Schedule: Monthly

Task 2: Preparation of various contracts for outside consultants.

Product: Finalized contracts for work of the SCLTC.

Schedule: As needed depending on direction of Commission or expiration date of current contracts.

Task 3: Training of newly appointed Local Transportation Commissioners or other direct support staff.

Product: Finalized contracts for work of the SCLTC.

Schedule: As needed when appointments change.

Task 4: Coordination with contracted Auditor for completion of required annual audits pursuant to the Transportation Development Act (TDA).

Product: Audit reports submitted to State Controller's Office.

Schedule: Provide all required financial Reports – September 2024
Participate in review with external auditor – November 2024
Review final reports – December 2024
Submission final reports to SCO and Caltrans – December 2024

Task 5: Prepare all Technical Advisory Committee (TAC) agenda materials for scheduled

meetings.

Product: TAC agenda packets and meeting minutes.

Schedule: As Needed or Quarterly

Task 6: Prepare all Social Services Transportation Advisory Council (SSTAC) agenda materials for scheduled meetings.

Product: SSTAC agenda packets and meeting minutes.

Schedule: As Needed or Quarterly

Budget - Work Element 601 - Administration					
Responsible Agency	RPA	PPM	Local Funds	ATP	Amount
SCLTC	\$ 45,000	\$ -	\$ 5,000	\$ -	\$ 50,000
				Total:	<u>\$ 50,000</u>

Work Element 602 – Overall Work Program Development

Purpose

Administration and implementation of the Overall Work Program (OWP) by preparing and submitting draft and final program documents, amendments, invoices, quarterly reports, and close out reports. Effectively manage the program to ensure compliance with applicable laws, rules, and regulations. Manage the OWP budget including all oversight of all direct charges and assignment to various work elements.

Previous Work

- Monitor revenues and expenditures. Process invoices for payment.
- Prepare recommended and adopted budgets for approval by SCLTC.
- Draft OWP quarterly reports and invoices for FY 2023/2024.
- Preparation of draft and final Overall Work Program document each year (FY 2023/2024).
- Ongoing oversight of Overall Work Program.
- Prepare and submit the final report of expenditures for FY 2022/2023. (August 2023)
- Execution of OWP agreements.

Task or Activity, Work Product, and Schedule

Task 1: SCLTC staff will prepare, and SCLTC will adopt after Caltrans approval, a draft and final Overall Work Program for FY 2025/2026.

Product: Draft and Final OWP for FY 2025/2026.

Schedule: Draft – March 2025
Final – June 2025

Task 2: Develop OWP amendment to incorporate any carryover funds from FY 2024/25.

Product: Approved OWP amendment.

Schedule: September 2024

Task 3: SCLTC staff monitors the 2024/25 Overall Work Program and insures prompt action in the filing of quarterly reports / requests for reimbursements.

Product: Quarterly invoices and reports for OWP 2024/2025.

Schedule: Quarterly – by the end of the month following the end of the applicable quarter.

Task 4: Develop close-out package for FY 2023/2024.

Product: Final year-end close out package to Caltrans.

Schedule: August 2024.

Budget - Work Element 602 - OWP Development					
Responsible Agency	RPA	PPM	Local Funds	ATP	Amount
SCLTC	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000
Total:					\$ 10,000

Work Element 603 – Interagency Coordination and Public Engagement

Purpose

The purpose of this work element is to encourage engagement from a variety of public and private stakeholders in the transportation planning process. Activities may include integrating local land use and regional transportation planning, promoting cooperation between regional, State and Federal agencies, consulting and coordinating with Caltrans and local entities on projects of mutual interest, reviewing corridor studies and providing input, coordinating with local transportation service providers to improve connections, interregional mobility, and access to basic life services.

The overall aim of this task is to ensure local agencies, tribal governments, and the public are involved in the transportation planning process for Siskiyou County and have an equitable voice in the region.

Previous Work

- Attend CTC, NSSR, RCTF, and RTPA group meetings virtually.
- Finalized contract for design of new website for Commission.
- Regularly update Facebook page with information relevant to Commission activities.
- Attended one regular city council meeting for each incorporated city in the region and one meeting of Board of Supervisors.
- Attended the League of Local Agencies meeting in February 2024.
- Updated existing page on County website with various information (RTP, SB125, OWP).
- Work on updating SCLTC's Title VI program.
- Starting a draft public participation plan.
- Attended District 2 Local Agency Public Forum meetings in Redding.

Task or Activity, Work Product, and Schedule

Task 1: SCLTC staff attend meetings (in person or via teleconference) directly related to transportation planning. This includes meetings with the California Transportation Commission (CTC), Caltrans, North State Super Region (NSSR), Rural Counties Task Force (RCTF), Regional Transportation Planning Agency (RTPA) Group, and various technical groups for updates on funding, climate change programs, legislation, and grant opportunities.

Product: Update on ongoing transportation legislation, funding, etc.

Schedule: RCTF – January, March, May, July, September, November
NSSR - As needed.

CTC – January, March, May, June, August, October, and December

RTPA Group – Typically held prior to regular CTC meetings.

Caltrans District 2 – Local Agency Public Form – Every 4 months

Task 2: Monitor local government and agency meeting agendas (City Council, Board of Supervisors, social service agencies, tribal councils); attend meetings for topics related to regional transportation and multimodal issues. Document outcomes.

Product: Documentation of potential concerns or areas where additional coordination or

Schedule: future projects may be needed.
Monthly.

Task 3: Continued development of the new SCLTC website and Facebook page to increase public input, participation, and dissemination of information.

Product: Increased engagement due to new website and ease of finding information. Also, increased accessibility for transportation plans, programs, and other information.

Schedule: Monthly.

Task 4: Participate in relevant coordination training, workshops, and conferences.

Product: Increased knowledge for the benefit of all local agencies.

Schedule: Monthly and quarterly.

Task 5: Attend grant workshops and coordinate with Caltrans and CTC on funding programs to increase availability of funds to local agencies.

Product: Knowledge of grant opportunities, processes, and requirements to secure additional funding for transportation projects within the region.

Schedule: Monthly and quarterly.

Task 6: Review and revise the Public Participation Plan to ensure all opportunities for engagement and feedback are included and ensure compliance with State and Federal requirements.

Product: Review and revise Public Participation Plan as necessary.
Present Public Participation Plan to SCLTC for adoption.
Post Public Participation Plan to SCLTC website.

Schedule: Review and revise if necessary. (August)
Present to SCLTC for adoption if necessary. (November)
Post to SCLTC website. (December)

Task 7: Monitor the SCLTC's Title VI Program (non-transit) for any necessary updates. Amend, if necessary, based on the review.

Product: Review and revise Title VI Program as necessary.
Present Title VI Program to SCLTC for adoption.
Post Title VI Program to SCLTC website.

Schedule: Review and revise if necessary. (December)
Present to SCLTC for adoption if necessary. (February)
Post to SCLTC website. (March)

Budget Summary for Work Element 603 on next page.

Budget - Work Element 603 - Interagency Coordination and Public Engagement					
Responsible Agency	RPA	PPM	Local Funds	ATP	Amount
SCLTC	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000
Consultant (Task 3 – Website Updates)	\$ 2,500	\$ -	\$ -	\$ -	\$ 2,500
Total:					\$ 42,500

Work Element 604.1 – Regional Transportation Systems Planning

Purpose

The purpose of this work element is to improve the ongoing regional transportation planning process to achieve a fully coordinated transportation system that includes freight and multimodal improvements within the region, coordinating with local transportation partners and Caltrans, particularly District 2 staff, and functional units including project coordination meetings and attend project development team meetings.

Additionally, coordination with local agencies operating general aviation airports to identify needs between the airports and the transportation facilities connected to them.

Previous Work

- Attend Siskiyou County Planning Commission meetings.
- Attend Happy Camp Complete Streets Open House.
- Attend McCloud Intersection Safety Improvement Project Open House.
- Participated in Project Development Team meetings for various state highway projects.
- Monthly coordination meeting with Caltrans District 2 Office of Local Assistance.
- Participated in Project Development Team meetings for various state highway projects.

Task or Activity, Work Product, and Schedule

Task 1: Attend Caltrans' state highway project open houses on proposed projects.

Product: Public input on proposed transportation needs and concerns related to projects.

Schedule: As needed.

Task 2: Attend Project Development Team meetings for District 2 SHOPP projects to provide local agency input.

Product: Local input on proposed SHOPP projects. Documentation of meeting and concerns raised.

Schedule: As needed.

Task 3: Coordinate with local agency airport operators to identify needs between the airports and the other transportation modes for inclusion in the upcoming Regional Transportation Plan.

Product: List of airport capital improvement projects and needs for future RTP update and grant opportunities.

Schedule: September 2024

Task 4: Monitor legislation related to funding, grants, or policy changes for region's airports

Product: Identification of potential grant opportunities and policy changes that may impact local operators.

Schedule: September 2024

Task 5: Monthly coordination meeting with Caltrans District 2 Office of Local Assistance.

Product: Ongoing communication regarding local projects, funding opportunities, etc.

Schedule: Monthly

Task 6: Compilation of data needs for various CTC initiatives such as SB 1121.

Product: Data as requested by CTC staff to support the region's financial needs for maintenance of the transportation network.

Schedule: As needed

Task 7: Participate in various Zero Emissions technical groups related to the transition to alternative fuel sources.

Product: Increased knowledge and shared information for the Commission and local agencies to assist with the transition to zero emissions vehicles in the region.

Schedule: Monthly or quarterly depending on the specific working group.

Task 8: Coordination and review of Caltrans planning efforts such as corridor plans.

Product: Local input on transportation system needs within the region.

Schedule: As requested by Caltrans.

Task 9: Attend Siskiyou County Planning Commission meetings to provide feedback on proposed developments and potential impacts to existing transportation infrastructure.

Product: Engagement on transportation related projects.

Schedule: Planning Commission meets monthly.

Task 10: Coordination with Siskiyou County's GIS department to develop data sets for multimodal transportation facilities within region.

Product: Dataset for use in multimodal planning efforts.

Schedule: Quarterly

Task 11: Coordinate with region's airport operators for capital improvements data, grant funding opportunities, and multimodal connections.

Product: Capital improvement project lists

Schedule: Quarterly

Budget - Work Element 604.1 - Regional Transportation Systems Planning					
Responsible Agency	RPA	PPM	Local Funds	ATP	Amount
SCLTC	\$ 31,215	\$ -	\$ -	\$ -	\$ 31,215
Total:					\$ 31,215

Work Element 604.2 – Pavement Management System

Purpose

The purpose of this work element is to provide local agencies with a regional pavement management system, including software for each agency. This data allows for planning and assessing future regional transportation needs throughout the county. The ability to identify potential projects and regional priorities is possible through the assessment of which roadways are most in need of repaving and rehabilitation. The information collected is also used by local agencies as a performance measure for the Regional Transportation Improvement Program (RTIP).

Previous Work

- Purchase of annual licenses for StreetSaver for each local agency (seven total).
- Finalized Request for Proposals for subsequent contract for updates. (FY 2023/2024)
- SCLTC awarded a contract to NCE in December 2023 for 3-year term to conduct PCI updates. Initial work will be conducted in the spring of 2024.

Task or Activity, Work Product, and Schedule

Task 1: Coordinate access to StreetSaver for each local agency.

Product: Data accessible by local agencies as needed
Schedule: Annually or as needed due to staff changes.

Task 2: Purchase of software licenses for local agencies. (Consultant - MTC)

Product: Pavement Management Software “StreetSaver”
Schedule: July - Annually

Task 3: Update pavement condition data for a portion of the maintained mileage within the region. This information will provide data to be used to determine project priority for various funding sources (i.e., STIP, RSTP). (Consultant - NCE)

Product: Updated PCI data for use by local agencies, the SCLTC, and the CTC.
Schedule: Data collection will occur in the spring of each year. Analysis and reporting to local agencies will take place in the fall each year.

Budget - Work Element 604.2 - Pavement Management System					
Responsible Agency	RPA	PPM	Local Funds	ATP	Amount
SCLTC	\$ 8,500	\$ -	\$ -	\$ -	\$ 8,500
Consultant (NCE)	\$ -	\$ 73,785	\$ -	\$ -	\$ 73,785
MTC/StreetSaver Licenses	\$ 25,785	\$ 1,215	\$ -	\$ -	\$ 27,000
Total:					\$ 109,285

Work Element 604.3 – Regional Transportation Improvement Program

Purpose

The purpose of this work element is the ongoing oversight and assistance to local agencies for projects included in the Siskiyou County Local Transportation Commission’s 2024 Regional Transportation Improvement Program (RTIP).

Previous Work

- Preparation of the 2024 Regional Transportation Improvement Program (RTIP).
- Meetings with each local agency and Caltrans to review existing projects, new proposed projects, and Complete Streets components in projects.
- Attend meetings with local agencies, Caltrans, and CTC staff to review extension requests.

Task or Activity, Work Product, and Schedule

Task 1: Quarterly meetings with local agencies, including tribal representatives, and Caltrans D2 - Office of Local Assistance to review upcoming programmed projects.

Product: Meeting notes and assistance to local agency staff.

Schedule: Quarterly (July/September/December/March)

Task 2: Review allocation requests, timely use of funds deadlines, etc.

Product: Approved allocation requests and completed projects within timelines established.

Schedule: Ongoing and as needed.

Task 3: Update interactive RTIP map to reflect completed projects.

Product: Updated information for public review on completed and pending projects.

Schedule: Ongoing and as needed.

Task 4: Participate in CTC, NSSR, RTPA, and RCTF meetings regarding State Transportation Improvement Program (STIP).

Product: Updated information for decision making at the local level.

Schedule: Ongoing and as needed.

Budget - Work Element 604.3 - Regional Transportation Improvement Program					
Responsible Agency	RPA	PPM	Local Funds	ATP	Amount
SCLTC	\$ 8,500	\$ -	\$ -	\$ -	\$ 8,500
Total:					\$ 8,500

Work Element 604.4 – Regional Transportation Plan

Purpose

This element includes the next update to Siskiyou County’s Regional Transportation Plan. The Regional Transportation Plan serves as the transportation planning "blueprint" for a 20-year horizon. As a result of the work the RTP will be updated, in conjunction with local, state, and federal agencies, to identify project lists for all modes, funding needs and sources, and will be consistent with the 2024 Regional Transportation Plan Guidelines adopted by the California Transportation Commission.

Previous Work

- Coordinate with Siskiyou County Community Development on transportation portions of their General Plan Update.
- Prepared and processed an amendment for the City of Yreka’s Knapp Street project. (December 2023)

Task or Activity, Work Product, and Schedule

Task 1: Prepare a Request for Proposals for a consultant to perform the update to the Regional Transportation Plan.

Product: Final draft Request for Proposals.

Schedule: Begin work in July 2024 and have RFP released by August 31, 2024.

Task 2: Consultant selection and contract award.

Product: Review all responses from RFP process and select consultant.
Consultant contract approved by SCLTC.

Schedule: August 2024 with contract award tentatively at October SCLTC meeting.

Task 3: Coordinate with consultant and local agencies on information necessary to update plan.

Product: Project lists, priorities for new plan, and draft documents.

Schedule: October 2024 through June 2025.

Budget - Work Element 604.4 - Regional Transportation Plan					
Responsible Agency	RPA	PPM	Local Funds	ATP	Amount
SCLTC	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
Consultant	\$ -	\$ 150,000	\$ -	\$ -	\$ 150,000
Total:					\$ 175,000

Work Element 605.1 – Multimodal and Public Transportation Planning

Purpose

Coordinate activities between Siskiyou County Local Transportation Commission, the State, Tribal Governments, and local agencies on multimodal and public transportation planning including coordination with the Social Services Transportation Advisory Council (SSTAC) on unmet transportation needs in the region. This coordination will include identification of development of regional transit needs for inclusion in the upcoming Regional Transportation Plan and future regional planning efforts.

Coordination between Siskiyou Transit and General Express (STAGE) on the coordinated plan and the regional transportation plan. Update the Coordinated Public Transit – Human Services Transportation Plan for Siskiyou County.

Planning on transit needs related to the transition to Zero Emissions. Review of the Transit Asset Management plan with STAGE.

Previous Work

- Attend meetings on Happy Camp Complete Streets project. (October 2023 through February 2024)
- Analysis of unmet needs request for the Mt Shasta Ski Park. (August 2023 through January 2024.)
- Participation in Social Services Transportation Advisory Council activities. (Spring 2024)
- Updated and submitted display ads and legal notices for unmet needs public hearing. (February 2024)
- Complete analysis of unmet needs request for Mt Shasta Ski Park with final report to Commission. (August 2023 through January 2024)

Task or Activity, Work Product, and Schedule

Task 1: Monitor activities related to non-motorized needs within region including walking, biking, transit, and other modes of active transportation for inclusion in future local or state improvement projects and information on grants that may be beneficial to related agencies.

Product: Project list for future Bicycle/Pedestrian Plans and Regional Transportation Plan. Information on grant opportunities for local agencies.

Schedule: October 2024

Task 2: Review Coordinated Public Transit – Human Services Transportation Plan to identify sections that are outdated and require updating. Begin work on draft document.

Product: Updated components for the Coordinated Public Transit – Human Services Transportation Plan.

Schedule: November 2024 through March 2025

Task 3: Consult with local agencies, tribal partners, public, and private transportation

operators to identify needs and opportunities for coordinated efforts.

Product: Documents of needs and project ideas for future grant opportunities.
Schedule: Quarterly

Task 4: Attend community meetings to discuss and identify multimodal options for region's projects.

Product: Documents of needs and project ideas for future grant opportunities.
Schedule: Monthly or quarterly

Task 5: Attend meetings, trainings, or conferences related to transit and multimodal options.

Product: Knowledge of planning, coordination, legislation, and funding options.
Schedule: Monthly, Quarterly, or Semi-Annual Events

Task 6: Review Short Range Transit Plan and work with transit operator on implementation strategies for identified recommendations.

Product: Project list for next Regional Transportation Plan
Schedule: Quarterly

Task 7: Unmet needs advertising, schedule social media posts to promote public hearing, and coordinate with County's Public Information Officer and Siskiyou Transit and General Express (STAGE) to help publicize public hearing.

Product: Final ads and legal notices for public hearing.
Public hearing held by SCLTC.

Schedule: January 2025 – Update ads and legal notices.
February 2025 – Submit to newspaper for publishing.

Task 8: Conduct public hearing and subsequent SSTAC meeting to review requests for service.

Product: Documentation of request received during public hearing.
Schedule: April 2025 – Public hearing at SCLTC regular meeting.
April to May 2025 – SSTAC meeting to review unmet needs requests.
May 2025 – SSTAC recommendation referred to SCLTC.

Task 9: Summarize findings and prepare agenda item for Commission's consideration with unmet needs findings.

Product: Agenda materials and minutes with actions of Commission.
Schedule: June 2025 – SCLTC adopts resolution with findings.

Task 10: Preparation of documentation for submission to State of California on unmet needs process.

Product: Unmet needs documentation package for State.

Schedule: July 2025

Budget - Work Element 605.1 - Multimodal and Public Transportation Planning					
Responsible Agency	RPA	PPM	Local Funds	ATP	Amount
SCLTC	\$ 27,500	\$ -	\$ -	\$ -	\$ 27,500
Consultant (Task 7 – Unmet Needs Advertising)	\$ 4,500	\$ -	\$ -	\$ -	\$ 4,500
Total:					\$ 32,000

Work Element 605.2 – Siskiyou County Regional Active Transportation Plan

Purpose

Continued coordination on the development of a regional active transportation plan for Siskiyou County. This task also includes continued coordination with the Technical Advisory Committee (TAC) and Social Services Transportation Advisory Council (SSTAC).

Previous Work

- Contract award to Alta Planning + Design. (November 2023)
- Biweekly project team meetings with Alta Planning. (November 2023 through present)
- Draft existing conditions report prepared by Alta Planning.
- Finalized public engagement plan.
- TAC meeting on February 28, 2024, to review the existing conditions draft report.
- Community walk audits and open house event. (April 2024)
- Attending community events to gather input from the public. (Beginning May 2024 and continuing through summer 2024.)

Task or Activity, Work Product, and Schedule

Task 1: Community and stakeholder outreach including conducting community workshops, meeting with key stakeholders, provide updates to TAC and SCLTC.

Product: Public feedback from outreach events, TAC, and SCLTC input.
Schedule: July 2024 through March 2025.

Task 2: Develop Plan Components including comprehensive and prioritized project lists, funding sources matrix, community outreach findings and needs analysis, and implementation plan.

Product: Draft regional active transportation plan.
Schedule: September 2024 through January 2025.

Task 3: Finalize final draft and obtain adoption by SCLTC.

Product: Adopted regional active transportation plan.
Schedule: February/March 2025

Budget - Work Element 605.2 - Siskiyou County Regional Active Transportation Plan					
Responsible Agency	RPA	PPM	Local Funds	*ATP	Amount
SCLTC	\$ 1,500	\$ -	\$ 2,500	\$ 2,500	\$ 6,500
Consultant	\$ -	\$ -	\$ -	\$ 70,000	\$ 70,000
Total:					\$ 76,500

*Regional Active Transportation Plan funded by a grant from the California Transportation Commission's Active Transportation Program Cycle 5.

Appendix A - Summary of Expenditures for Siskiyou County

Appendix A - Summary of Expenditures for Siskiyou County

Work Element	RPA	PPM	Local Funds (RSTP/LTF)	*ATP	Total	Estimated RPA Carryover to FY 2024-2025
WE 601 - Administration						
SCLTC Staff	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000	\$ 5,000
SCLTC (TDA)	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000	
WE 602 - OWP Development						
SCLTC Staff	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000	
WE 603 - Interagency Coordination and Public Engagement						
SCLTC Staff	\$ 44,000	\$ -	\$ -	\$ -	\$ 44,000	\$ 5,000
Consultant	\$ 2,500	\$ -	\$ -	\$ -	\$ 2,500	
WE 604.1 - Regional Transportation Systems Planning						
SCLTC Staff	\$ 31,215	\$ -	\$ -	\$ -	\$ 31,215	\$ 5,000
WE 604.2 - Pavement Management System						
SCLTC Staff	\$ 8,500	\$ -	\$ -	\$ -	\$ 8,500	
Consultant	\$ -	\$ 73,785	\$ -	\$ -	\$ 73,785	
MTC - StreetSaver	\$ 25,785	\$ 1,215	\$ -	\$ -	\$ 27,000	
WE 604.3 - Regional Transportation Improvement Program						
SCLTC Staff	\$ 8,500	\$ -	\$ -	\$ -	\$ 8,500	
WE 604.4 - Regional Transportation Plan						
SCLTC Staff	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000	\$ 5,000
Consultant	\$ -	\$ 150,000	\$ -	\$ -	\$ 150,000	
WE 605.1 - Multimodal and Public Transportation Planning						
SCLTC Staff	\$ 27,500	\$ -	\$ -	\$ -	\$ 27,500	\$ 2,500
Consultant	\$ 4,500	\$ -	\$ -	\$ -	\$ 4,500	
WE 605.2 - Siskiyou County Regional Active Transportation Plan						
SCLTC Staff	\$ 2,500	\$ -	\$ 3,500	\$ 2,500	\$ 8,500	\$ 1,500
Consultant	\$ -	\$ -	\$ -	\$ 70,000	\$ 70,000	
Total	\$ 230,000	\$ 225,000	\$ 8,500	\$ 72,500	\$ 536,000	\$ 24,000

*Regional Active Transportation Plan funded by a grant from the California Transportation Commission's Active Transportation Program Cycle 5.

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Appendix B - FAST Act Planning Factors

Appendix B - FAST Act Planning Factors

	<i>FAST Act Planning Factors FY 2024/2025</i>	Work Element								
		601	602	603	604.1	604.2	604.3	604.4	605.1	605.2
1	Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.	X	X	X	X	X	X	X	X	X
2	Increase the safety of the transportation system for motorized and non-motorized users.			X	X	X	X	X	X	X
3	Increase the security of the transportation system for motorized and non-motorized users.			X	X		X	X	X	X
4	Increase the accessibility and mobility of people and freight.				X	X	X	X	X	X
5	Protect and enhance the environment, promote energy conservation, improve the quality of life, promote consistency between transportation improvements and State and local planned growth, housing, and economic development patterns.	X		X	X	X	X	X	X	X
6	Enhance the integration and connectivity of the transportation system, across and between modes, people, and freight.			X	X	X	X	X	X	X
7	Promote efficient system management and operation.	X	X		X	X	X	X	X	X
8	Emphasize the preservation of the existing transportation system.				X	X	X	X	X	
9	Improve resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation				X	X	X	X	X	X
10	Enhance travel and tourism				X	X	X	X	X	X

*Note: SCLTC currently does not receive federal planning funds.

Appendix C - Federal Planning Emphasis Areas

Appendix C - Federal Planning Emphasis Areas

Federal Planning Emphasis FY 2024/2025		Work Element								
		601	602	603	604.1	604.2	604.3	604.4	605.1	605.2
1	Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future	X		X	X			X	X	X
2	Equity and Justice ⁴⁰ in Transportation Planning	X		X	X		X	X	X	X
3	Complete Streets	X		X	X	X	X	X	X	X
4	Public Involvement	X	X	X	X	X	X	X	X	X
5	Strategic Highway Network (STRAHNET)/U.S. Department of Defense Coordination	X		X	X	X	X	X	X	
6	Federal Land Management Agency Coordination	X		X	X	X	X	X	X	X
7	Planning and Environmental Linkages	X		X	X		X	X	X	X
8	Data in Transportation Planning	X		X	X	X	X	X	X	X

*Note: SCLTC currently does not receive federal planning funds.

California Department of Transportation

DISTRICT 2 OFFICE
1657 Riverside Drive, Redding, CA 96001
(530) 782-3152 | TTY 711
www.dot.ca.gov



March 25, 2024

Ms. Melissa Cummins
Executive Director
Siskiyou County Local Transportation Commission
1312 Fairlane Road, Suite 2
Yreka, California 96097

Dear Ms. Melissa Cummins:

Thank you for the opportunity to review the Siskiyou County Local Transportation Commission (SCLTC) Draft Overall Work Program (OWP) for Fiscal Year (FY) 2024-25. We commend SCLTC for submitting their FY24-25 Draft OWP with a good overview of the regional planning context and how the planning process is carried out. The California Department of Transportation (Caltrans) has the following comments:

General Comments

- We commend the SCLTC for its efforts in active transportation, and its proactive approach to regional transportation planning and the inclusion of aviation elements as a part of the multimodal integration. We encourage the involvement of aviation stakeholders in engagement efforts to ensure comprehensive transportation planning.
- Caltrans recommends SCLTC include a discussion of consultation and coordination with Federal Land Management Agencies in your Introduction.
- In the Budget Revenue Summary (BRS), prior years' unexpended RPA carryover in the OWP must be identified separately from the current year's allocations and/or awards as a place holder until the carryover funds are reconciled and amended into the OWP and OWPA.
- Please note that one word was added to the FAST Act Planning Factors. Factor number five should read as follows: Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth, housing, and economic development patterns.

- Caltrans recommends that SCLTC identify the transportation planning activities being done by other transportation planning entities in the region and describe SCLTCs coordination efforts with them, if applicable. This can either be an information work element, a section in the Introduction, or included as an appendix in the OWP.
- Caltrans recommends SCLTC include a Work Element that identifies district activities and responds to district concerns and system planning documents.

Work Element Specific Comments

Work Element 601 - Administration

- Task 4 and Task 6, coordination with the contracted Auditor for completion of required annual TDA audits and preparation of SSTAC agenda materials, are ineligible activities for RPA funds. Non-planning related TDA administration such as fulfilling TDA auditing requirements, processing TDA invoices and fund reports, TDA allocation and claims process, and conducting the SSTAC are not RPA-eligible tasks. SCLTC must use their TDA funds, as that funding is intended for these types of activities. SCLTC must remove these tasks from the work element or remove RPA funds from this work element.

Work Element 602 - Overall Work Program Development

- Caltrans recommends SCLTC update bullet six in the Previous Work section. Change FY 2022/23 and August 2023 to FY 2023/24 and August 2024.

Work Element 603 - Interagency Coordination and Public Engagement

- Please identify which tasks will be performed by the consultant vs SCLTC staff. SCLTC can do this by identifying the responsible party in parentheses at the end of each task.
- It appears that that Task numbering is off. Please revise as needed.

Work Element 604.2 - Pavement Management System

- Please identify which tasks will be performed by the consultant vs SCLTC staff. SCLTC can do this by identifying the responsible party in parentheses at the end of each task.

Work Element 605.1 - Multimodal and Public Transportation Planning

- Please note that planning related activities such as unmet transit needs assessments are eligible for RPA funds if they support the regional transportation planning process and RTP. Coordination with the SSTAC on the unmet transit needs may be eligible, as long as SCLTC identifies how this coordination will inform the RTP and regional planning process.

Ms. Melissa Cummins, Executive Director

March 25, 2024

Page 3

- SCLTC must identify which task(s) will be performed by the consultant vs SCLTC staff. SCLTC can do this by identifying the responsible party in parentheses at the end of each task.

Work Element 605.2 - Siskiyou County Regional Active Transportation Plan

- Please identify the awarding agency/grant program for the ATP funds listed in the work element budget table and the Budget Revenue Summary.

Budget Revenue Summary (BRS)

- In the BRS, SCLTC must include a separate column for RPA carryover funds. SCLTC should estimate the amount of RPA carryover they expect to have in FY 24-25 and appropriately identify those amounts into the work element(s).
- As a reminder, the RPA carryover funds will only be included in the OWP as an estimate. They should not be included in the first FY 24-25 OWPA.

Reminders

Final OWP package is due to Caltrans by May 10, 2024. The following items must be included in the final OWP package:

- Response letter acknowledging Caltrans comments on the draft OWP. The response needs to demonstrate where Caltrans comments were addressed within the Final OWP.
- Electronically signed Overall Work Program Agreement (OWPA)
- Budget Revenue Summary (BRS)
- Board Resolution approving the OWP
- Electronically signed Certifications and Assurances
- Final OWP and Appendices

If you have questions, please contact John Maxwell at john.maxwell@dot.ca.gov

Sincerely,

Kathy Grah

Kathy Grah, Chief
Office of Regional and Community Planning
Caltrans District 2

c: John Maxwell, D2 Regional Planning
Brenda Caruso, HQ ORCP

Melissa Cummins

From: Melissa Cummins
Sent: Monday, May 6, 2024 1:43 PM
To: John Maxwell, Caltrans D2; Kathy Grah (DOT)
Cc: Melissa Cummins
Subject: OWP FY 2024/2025 Responses to Comments

Hi John and Kathy,

Here are the responses to Caltrans' comments regarding the SCLTC's FY 2024/2025 Overall Work Program.

- 1) We commend the SCLTC for its efforts in active transportation, and its proactive approach to regional transportation planning and the inclusion of aviation elements as a part of the multimodal integration. We encourage the involvement of aviation stakeholders in engagement efforts to ensure comprehensive transportation planning.

Response: We have updated the document to include engagement with aviation stakeholders.

- 2) Caltrans recommends SCLTC include a discussion of consultation and coordination with Federal Land Management Agencies in your Introduction. In the Budget Revenue Summary (BRS), prior years' unexpended RPA carryover in the OWP must be identified separately from the current year's allocations and/or awards as a place holder until the carryover funds are reconciled and amended into the OWP and OWPA.

Response: This was addressed in the second to last paragraph of the introduction section.

- 3) Please note that one word was added to the FAST Act Planning Factors. Factor number five should read as follows: Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth, housing, and economic development patterns.

Response: This has been corrected.

- 4) Caltrans recommends that SCLTC identify the transportation planning activities being done by other transportation planning entities in the region and describe SCLTCs coordination efforts with them, if applicable. This can either be an information work element, a section in the Introduction, or included as an appendix in the OWP.

Response: A sentence has been added at the end of the introduction section that addresses this concern.

- 5) Caltrans recommends SCLTC include a Work Element that identifies district activities and responds to district concerns and system planning documents.

Response: This information is included in WE 603 and WE 604.1 – Tasks 2 and 8.

Work Element 601 – Administration

- Task 4 and Task 6, coordination with the contracted Auditor for completion of required annual TDA audits and preparation of SSTAC agenda materials, are ineligible activities for RPA funds. Non-planning related TDA administration such as fulfilling TDA auditing requirements, processing TDA invoices and fund reports, TDA allocation and claims process, and conducting the SSTAC are not RPA-eligible tasks. SCLTC must use their TDA funds, as that funding is intended for these types of activities. SCLTC must remove these tasks from the work element or remove RPA funds from this work element.

Response: We have added LTF funds to the work element to pay for these activities.

Work Element 602 - Overall Work Program Development

- Caltrans recommends SCLTC update bullet six in the Previous Work section. Change FY 2022/23 and August 2023 to FY 2023/24 and August 2024.

Response: These dates are correct. The previous work section refers to work done during FY 2023/2024, which included closing out the FY 2022/2023 program.

Work Element 603 - Interagency Coordination and Public Engagement

- Please identify which tasks will be performed by the consultant vs SCLTC staff. SCLTC can do this by identifying the responsible party in parentheses at the end of each task.

Response: This has been added in the Work Element Budget Summary on page 14.

- It appears that that Task numbering is off. Please revise as needed.

Response: This has been corrected.

Work Element 604.2 - Pavement Management System

- Please identify which tasks will be performed by the consultant vs SCLTC staff. SCLTC can do this by identifying the responsible party in parentheses at the end of each task.

Response: The requested information has been added to Task 2 and Task 3.

Work Element 605.1 - Multimodal and Public Transportation Planning

- Please note that planning related activities such as unmet transit needs assessments are eligible for RPA funds if they support the regional transportation planning process and RTP. Coordination with the SSTAC on the unmet transit needs may be eligible, as long as SCLTC identifies how this coordination will inform the RTP and regional planning process.

Response: The region's unmet needs process is crucial to identifying future transit needs that help shape the transit needs identified in the next update of the RTP.

- SCLTC must identify which task(s) will be performed by the consultant vs SCLTC staff. SCLTC can do this by identifying the responsible party in parentheses at the end of each task.

Response: This has been added in the Work Element Budget Summary on page 22.

Work Element 605.2 - Siskiyou County Regional Active Transportation Plan

- Please identify the awarding agency/grant program for the ATP funds listed in the work element budget table and the Budget Revenue Summary.

Response: This information has been added under the Work Element Budget Summary on page 23.

Budget Revenue Summary (BRS)

- In the BRS, SCLTC must include a separate column for RPA carryover funds. SCLTC should estimate the amount of RPA carryover they expect to have in FY 24-25 and appropriately identify those amounts into the work element(s).

Response: This information has been added to the Appendix A – Summary of Expenditures.

Sincerely,

Melissa Cummins

Executive Director
Siskiyou County Local Transportation Commission
190 Greenhorn Road
Yreka, CA 96097
P: 530.709.5060

Siskiyou County Local Transportation Commission

Resolution No. _____

Resolution Adopting Overall Work Program for FY 2024/2025

WHEREAS, the Siskiyou County Local Transportation Commission, as the region's Regional Transportation Planning Agency (RTPA), has the responsibility of developing, approving, and managing an Overall Work Program annually; and

WHEREAS, the Siskiyou County Local Transportation Commission, through its planning process including its regional transportation plan, has identified the region's significant transportation needs; and

WHEREAS, as part of the management of its annual Overall Work Program the Siskiyou County Local Transportation Commission has identified projects for the 2024-25 year.

NOW, THEREFORE, BE IT RESOLVED that the Siskiyou County Local Transportation Commission does hereby adopt its 2024-25 Overall Work Program according to the attached summary and funding charts.

PASSED AND ADOPTED by the Siskiyou County Local Transportation Commission this 14th day of May 2024 by the following vote:

AYES:

NOES:

ABSENT:

Bruce Deutsch, Chairperson

ATTEST:

Melissa Cummins
Executive Director

OVERALL WORK PROGRAM AGREEMENT (OWPA)
Siskiyou County Local Transportation Commission

MFTA#: 74A0804
 AGENCY DUNS#: 078839100
 AGENCY UEI#: _____

FY: 2024-2025 OWP Board Approval Date: 5/14/2024 Amendment #: N/A

- The undersigned signatory hereby commits to complete this Fiscal Year (FY) the Annual Overall Work Program (OWP), which has been approved by the Department of Transportation (Caltrans), Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) and is attached as part of this OWPA.
- All of the obligations, duties, terms and conditions set forth in the Master Fund Transfer Agreements (MFTA) that was executed January 1, 2015 through December 31, 2024 with Caltrans are incorporated by reference as part of this OWPA for this FY.
- Match amounts, sources, and eligibility for Regional Transportation Planning Funds listed below, must be in compliance with Federal, State, or contractually agreed upon requirements.
- Subject to the availability of funds this FY OWPA funds encumbered by Caltrans include, but may not exceed, the following:

CFDA #	Funding Source	MIN Required Match %	CURRENT FY Allocated Programmed Amount	CARRYOVER Programmed Amount	Toll Credit Match	Local/In-Kind Match	TOTAL Estimated Expenditures
20.205	FHWA PL (Toll Credit)	11.47%					\$0.00
20.205	FHWA PL (Local/In-kind Match)	11.47%					\$0.00
20.205	FHWA PL-Complete Streets	0.00%					\$0.00
20.505	FTA 5303 (Toll Credit Match)	11.47%					\$0.00
20.505	FTA 5303 (Local/In-kind Match)	11.47%					\$0.00
20.505	FTA 5304	11.47%					\$0.00
20.205	FHWA SPR	20.00%					\$0.00
	RPA	0.00%	\$230,000.00				\$230,000.00
	RPA Grants	0.00%					\$0.00
	SHA Grants	11.47%					\$0.00
	SB1 Formula	11.47%					\$0.00
	SB1 Competitive	11.47%					\$0.00
	SHA-Climate Adaptation	11.47%					\$0.00
	Total Programmed Amount		\$230,000.00	\$0.00	\$0.00	\$0.00	\$230,000.00

Agency Certification of Programmed Funds	District Approval of Programmed Funds
The Agency certifies that programmed amounts are representative of eligible and approved activities. Any expenses in excess of available and programmed funds will be borne solely by the agency.	The District has reviewed and approves the OWPA as submitted. Programmed amounts are representative of eligible and approved activities and is consistent with all obligations as approved in the OWP.
_____ Authorized Signature Melissa Cummins, Executive Director Printed Name and Title	_____ Authorized Signature _____ Date Printed Name and Title

(HQ Department of Transportation Use Only)					
The total amount of FEDERAL funds encumbered by this document are: \$ _____					
Fund Title: _____	Item: _____	Chapter Statute: _____	Fiscal Year: _____		
The total amount of STATE funds encumbered by this document are: \$ _____					
Fund Title: _____	Item: _____	Chapter Statute: _____	Fiscal Year: _____		
Encumbrance Details:					
Fed/State	CT	Acct Line #	Project ID	Phase/Fund	Amount \$

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and expenditure purpose stated above.

Signature of Department of Transportation Resources/Accounting Officer

Date

Not every provision of every certification will apply to every applicant or award. If a provision of a certification does not apply to the applicant or its award, FTA will not enforce that provision.

Text in italic is guidance to the public. It does not have the force and effect of law, and is not meant to bind the public in any way. It is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

CATEGORY 1. CERTIFICATIONS AND ASSURANCES REQUIRED OF EVERY APPLICANT.

All applicants must make the certifications in this category.

1.1. Standard Assurances.

The certifications in this subcategory appear as part of the applicant's registration or annual registration renewal in the System for Award Management (SAM.gov) and on the Office of Management and Budget's standard form 424B "Assurances—Non-Construction Programs". This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
- (b) Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- (c) Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- (d) Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- (e) Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728–4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).

- (f) Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
- (1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin, as effectuated by U.S. DOT regulation 49 CFR Part 21;
 - (2) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–1683, and 1685–1686), which prohibits discrimination on the basis of sex, as effectuated by U.S. DOT regulation 49 CFR Part 25;
 - (3) Section 5332 of the Federal Transit Law (49 U.S.C. § 5332), which prohibits any person being excluded from participating in, denied a benefit of, or discriminated against under, a project, program, or activity receiving financial assistance from FTA because of race, color, religion, national origin, sex, disability, or age.
 - (4) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps, as effectuated by U.S. DOT regulation 49 CFR Part 27;
 - (5) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101–6107), which prohibits discrimination on the basis of age;
 - (6) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
 - (7) The comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91–616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
 - (8) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
 - (9) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing;
 - (10) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
 - (11) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- (g) Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (“Uniform Act”) (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases. The requirements of the Uniform Act are effectuated by U.S. DOT regulation 49 CFR Part 24.

- (h) Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§ 1501–1508 and 7324–7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- (i) Will comply, as applicable, with the provisions of the Davis–Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327–333), regarding labor standards for federally assisted construction subagreements.
- (j) Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- (k) Will comply with environmental standards which may be prescribed pursuant to the following:
 - (1) Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;
 - (2) Notification of violating facilities pursuant to EO 11738;
 - (3) Protection of wetlands pursuant to EO 11990;
 - (4) Evaluation of flood hazards in floodplains in accordance with EO 11988;
 - (5) Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.);
 - (6) Conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.);
 - (7) Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and
 - (8) Protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93–205).
- (l) Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- (m) Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq.).
- (n) Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- (o) Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§ 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded

- animals held for research, teaching, or other activities supported by this award of assistance.
- (p) Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
 - (q) Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 CFR Part 200, Subpart F, “Audit Requirements”, as adopted and implemented by U.S. DOT at 2 CFR Part 1201.
 - (r) Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program under which it is applying for assistance.
 - (s) Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. § 7104) which prohibits grant award recipients or a subrecipient from:
 - (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect;
 - (2) Procuring a commercial sex act during the period of time that the award is in effect; or
 - (3) Using forced labor in the performance of the award or subawards under the award.

1.2. Standard Assurances: Additional Assurances for Construction Projects.

This certification appears on the Office of Management and Budget’s standard form 424D “Assurances—Construction Programs” and applies specifically to federally assisted projects for construction. This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency; will record the Federal awarding agency directives; and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
- (b) Will comply with the requirements of the assistance awarding agency with regard to the drafting, review, and approval of construction plans and specifications.
- (c) Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work confirms with the approved plans and specifications, and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

1.3. Procurement.

The Uniform Administrative Requirements, 2 CFR § 200.325, allow a recipient to self-certify that its procurement system complies with Federal requirements, in lieu of submitting to certain pre-procurement reviews.

The applicant certifies that its procurement system complies with:

- (a) U.S. DOT regulations, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 1201, which incorporates by reference U.S. OMB regulatory guidance, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 200, particularly 2 CFR §§ 200.317–200.327 “Procurement Standards;
- (b) Federal laws, regulations, and requirements applicable to FTA procurements; and
- (c) The latest edition of FTA Circular 4220.1 and other applicable Federal guidance.

1.4. Suspension and Debarment.

Pursuant to Executive Order 12549, as implemented at 2 CFR Parts 180 and 1200, prior to entering into a covered transaction with an applicant, FTA must determine whether the applicant is excluded from participating in covered non-procurement transactions. For this purpose, FTA is authorized to collect a certification from each applicant regarding the applicant’s exclusion status. 2 CFR § 180.300. Additionally, each applicant must disclose any information required by 2 CFR § 180.335 about the applicant and the applicant’s principals prior to entering into an award agreement with FTA. This certification serves both purposes.

The applicant certifies, to the best of its knowledge and belief, that the applicant and each of its principals:

- (a) Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily or involuntarily excluded from covered transactions by any Federal department or agency;
- (b) Has not, within the preceding three years, been convicted of or had a civil judgment rendered against him or her for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction; violation of Federal or State antitrust statutes, including those proscribing price fixing between competitors, allocation of customers between competitors, and bid rigging; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty;

- (c) Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any offense described in paragraph (b) of this certification;
- (d) Has not, within the preceding three years, had one or more public transactions (Federal, State, or local) terminated for cause or default.

1.5. Coronavirus Response and Relief Supplemental Appropriations Act, 2021, and CARES Act Funding.

The applicant certifies:

- (a) To the maximum extent possible, funds made available under title IV of division M of the Consolidated Appropriations Act, 2021 (Public Law 116–260), and in title XII of division B of the CARES Act (Public Law 116–136; 134 Stat. 599) shall be directed to payroll and operations of public transit (including payroll and expenses of private providers of public transportation); or
- (b) The applicant certifies that the applicant has not furloughed any employees.

1.6. American Rescue Plan Act Funding.

The applicant certifies:

- (a) Funds made available by Section 3401(a)(2)(A) of the American Rescue Plan Act of 2021 (Public Law 117-2) shall be directed to payroll and operations of public transportation (including payroll and expenses of private providers of public transportation); or
- (b) The applicant certifies that the applicant has not furloughed any employees.

CATEGORY 2. PUBLIC TRANSPORTATION AGENCY SAFETY PLANS

This certification is required of each applicant under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), each rail operator that is subject to FTA’s state safety oversight programs, and each State that is required to draft and certify a Public Transportation Agency Safety Plan on behalf of a Small Public Transportation Provider (as that term is defined at 49 CFR § 673.5) pursuant to 49 CFR § 673.11(d).

This certification is required by 49 U.S.C. § 5307(c)(1)(L), 49 U.S.C. § 5329(d)(1), and 49 CFR § 673.13. This certification is a condition of receipt of Urbanized Area Formula Grants Program (49 U.S.C. § 5307) funding.

This certification does not apply to any applicant that only receives financial assistance from FTA under the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C.

§ 5310), the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or combination of these two programs, unless it operates a rail fixed guideway public transportation system.

If the applicant is an operator, the applicant certifies that it has established a Public Transportation Agency Safety Plan meeting the requirements of 49 U.S.C. § 5329(d)(1) and 49 CFR Part 673; including, specifically, that the board of directors (or equivalent entity) of the applicant has approved, or, in the case of an applicant that will apply for assistance under 49 U.S.C. § 5307 that is serving an urbanized area with a population of 200,000 or more, the safety committee of the entity established under 49 U.S.C. § 5329(d)(5), followed by the board of directors (or equivalent entity) of the applicant has approved, the Public Transportation Agency Safety Plan or any updates thereto; and, for each recipient serving an urbanized area with a population of fewer than 200,000, that the Public Transportation Agency Safety Plan has been developed in cooperation with frontline employee representatives.

If the applicant is a State that drafts and certifies a Public Transportation Agency Safety Plan on behalf of a public transportation operator, the applicant certifies that:

- (a) It has drafted and certified a Public Transportation Agency Safety Plan meeting the requirements of 49 U.S.C. § 5329(d)(1) and 49 CFR Part 673 for each Small Public Transportation Provider (as that term is defined at 49 CFR § 673.5) in the State, unless the Small Public Transportation Provider provided notification to the State that it was opting out of the State-drafted plan and drafting its own Public Transportation Agency Safety Plan; and
- (b) Each Small Public Transportation Provider within the State that opts to use a State-drafted Public Transportation Agency Safety Plan has a plan that has been approved by the provider's Accountable Executive (as that term is defined at 49 CFR § 673.5), Board of Directors or Equivalent Authority (as that term is defined at 49 CFR § 673.5), and, if the Small Public Transportation Provider serves an urbanized area with a population of 200,000 or more, the safety committee of the Small Public Transportation Provider established under 49 U.S.C. § 5329(d)(5).

CATEGORY 3. TAX LIABILITY AND FELONY CONVICTIONS.

If the applicant is a business association (regardless of for-profit, not for-profit, or tax exempt status), it must make this certification. Federal appropriations acts since at least 2014 have prohibited FTA from using funds to enter into an agreement with any corporation that has unpaid Federal tax liabilities or recent felony convictions without first considering the corporation for debarment. E.g., Consolidated Appropriations Act, 2023, Pub. L. 117-328, div. E, tit. VII, §§ 744–745. U.S. DOT Order 4200.6 defines a “corporation” as “any private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association”, and applies the restriction to all tiers of subawards. As prescribed by U.S. DOT

Order 4200.6, FTA requires each business association applicant to certify as to its tax and felony status.

If the applicant is a private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association, the applicant certifies that:

- (a) It has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and
- (b) It has not been convicted of a felony criminal violation under any Federal law within the preceding 24 months.

CATEGORY 4. LOBBYING.

If the applicant will apply for a grant or cooperative agreement exceeding \$100,000, or a loan, line of credit, loan guarantee, or loan insurance exceeding \$150,000, it must make the following certification and, if applicable, make a disclosure regarding the applicant's lobbying activities. This certification is required by 49 CFR § 20.110 and app. A to that part.

This certification does not apply to an applicant that is an Indian Tribe, Indian organization, or an Indian tribal organization exempt from the requirements of 49 CFR Part 20.

4.1. Certification for Contracts, Grants, Loans, and Cooperative Agreements.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and

contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

4.2. Statement for Loan Guarantees and Loan Insurance.

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

CATEGORY 5. PRIVATE SECTOR PROTECTIONS.

If the applicant will apply for funds that it will use to acquire or operate public transportation facilities or equipment, the applicant must make the following certification regarding protections for the private sector.

5.1. Charter Service Agreement.

To enforce the provisions of 49 U.S.C. § 5323(d), FTA's charter service regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following Charter Service Agreement. 49 CFR § 604.4.

The applicant agrees that it, and each of its subrecipients, and third party contractors at any level who use FTA-funded vehicles, may provide charter service using equipment or facilities acquired with Federal assistance authorized under the Federal Transit Laws only in compliance with the regulations set out in 49 CFR Part 604, the terms and conditions of which are incorporated herein by reference.

5.2. School Bus Agreement.

To enforce the provisions of 49 U.S.C. § 5323(f), FTA's school bus regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following agreement regarding the provision of school bus services. 49 CFR § 605.15.

- (a) If the applicant is not authorized by the FTA Administrator under 49 CFR § 605.11 to engage in school bus operations, the applicant agrees and certifies as follows:
 - (1) The applicant and any operator of project equipment agrees that it will not engage in school bus operations in competition with private school bus operators.
 - (2) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Mass Transit Regulations, or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
- (b) If the applicant is authorized or obtains authorization from the FTA Administrator to engage in school bus operations under 49 CFR § 605.11, the applicant agrees as follows:
 - (1) The applicant agrees that neither it nor any operator of project equipment will engage in school bus operations in competition with private school bus operators except as provided herein.
 - (2) The applicant, or any operator of project equipment, agrees to promptly notify the FTA Administrator of any changes in its operations which might jeopardize the continuation of an exemption under § 605.11.
 - (3) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Transit Administration regulations or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
 - (4) The applicant agrees that the project facilities and equipment shall be used for the provision of mass transportation services within its urban area and that any other use of project facilities and equipment will be incidental to and shall not interfere with the use of such facilities and equipment in mass transportation service to the public.

CATEGORY 6. TRANSIT ASSET MANAGEMENT PLAN.

If the applicant owns, operates, or manages capital assets used to provide public transportation, the following certification is required by 49 U.S.C. § 5326(a).

The applicant certifies that it is in compliance with 49 CFR Part 625.

CATEGORY 7. ROLLING STOCK BUY AMERICA REVIEWS AND BUS TESTING.

7.1. Rolling Stock Buy America Reviews.

If the applicant will apply for an award to acquire rolling stock for use in revenue service, it must make this certification. This certification is required by 49 CFR § 663.7.

The applicant certifies that it will conduct or cause to be conducted the pre-award and post-delivery audits prescribed by 49 CFR Part 663 and will maintain on file the certifications required by Subparts B, C, and D of 49 CFR Part 663.

7.2. Bus Testing.

If the applicant will apply for funds for the purchase or lease of any new bus model, or any bus model with a major change in configuration or components, the applicant must make this certification. This certification is required by 49 CFR § 665.7.

The applicant certifies that the bus was tested at the Bus Testing Facility and that the bus received a passing test score as required by 49 CFR Part 665. The applicant has received or will receive the appropriate full Bus Testing Report and any applicable partial testing reports before final acceptance of the first vehicle.

CATEGORY 8. URBANIZED AREA FORMULA GRANTS PROGRAM.

If the applicant will apply for an award under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), or any other program or award that is subject to the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310); “flex funds” from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)); projects that will receive an award authorized by the Transportation Infrastructure Finance and Innovation Act (“TIFIA”) (23 U.S.C. §§ 601–609) or State Infrastructure Bank Program (23 U.S.C. § 610) (see 49 U.S.C. § 5323(o)); formula awards or competitive awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(a) and (b)); or low or no emission awards to any area under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(c)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5307(c)(1).

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out the program of projects (developed pursuant 49 U.S.C. § 5307(b)), including safety and security aspects of the program;
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities;

- (c) Will maintain equipment and facilities in accordance with the applicant's transit asset management plan;
- (d) Will ensure that, during non-peak hours for transportation using or involving a facility or equipment of a project financed under this section, a fare that is not more than 50 percent of the peak hour fare will be charged for any—
 - (1) Senior;
 - (2) Individual who, because of illness, injury, age, congenital malfunction, or any other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use a public transportation service or a public transportation facility effectively without special facilities, planning, or design; and
 - (3) Individual presenting a Medicare card issued to that individual under title II or XVIII of the Social Security Act (42 U.S.C. §§ 401 et seq., and 1395 et seq.);
- (e) In carrying out a procurement under 49 U.S.C. § 5307, will comply with 49 U.S.C. §§ 5323 (general provisions) and 5325 (contract requirements);
- (f) Has complied with 49 U.S.C. § 5307(b) (program of projects requirements);
- (g) Has available and will provide the required amounts as provided by 49 U.S.C. § 5307(d) (cost sharing);
- (h) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning);
- (i) Has a locally developed process to solicit and consider public comment before raising a fare or carrying out a major reduction of transportation;
- (j) Either—
 - (1) Will expend for each fiscal year for public transportation security projects, including increased lighting in or adjacent to a public transportation system (including bus stops, subway stations, parking lots, and garages), increased camera surveillance of an area in or adjacent to that system, providing an emergency telephone line to contact law enforcement or security personnel in an area in or adjacent to that system, and any other project intended to increase the security and safety of an existing or planned public transportation system, at least 1 percent of the amount the recipient receives for each fiscal year under 49 U.S.C. § 5336; or
 - (2) Has decided that the expenditure for security projects is not necessary;
- (k) In the case of an applicant for an urbanized area with a population of not fewer than 200,000 individuals, as determined by the Bureau of the Census, will submit an annual report listing projects carried out in the preceding fiscal year under 49 U.S.C. § 5307 for associated transit improvements as defined in 49 U.S.C. § 5302; and
- (l) Will comply with 49 U.S.C. § 5329(d) (public transportation agency safety plan).

CATEGORY 9. FORMULA GRANTS FOR RURAL AREAS.

If the applicant will apply for funds made available to it under the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), it must make this certification. Paragraph (a) of this certification helps FTA make the determinations required by 49 U.S.C. § 5310(b)(2)(C). Paragraph (b) of this certification is required by 49 U.S.C. § 5311(f)(2). Paragraph (c) of this certification, which applies to funds apportioned for the Appalachian Development Public Transportation Assistance Program, is necessary to enforce the conditions of 49 U.S.C. § 5311(c)(2)(D).

- (a) The applicant certifies that its State program for public transportation service projects, including agreements with private providers for public transportation service—
 - (1) Provides a fair distribution of amounts in the State, including Indian reservations; and
 - (2) Provides the maximum feasible coordination of public transportation service assisted under 49 U.S.C. § 5311 with transportation service assisted by other Federal sources; and
- (b) If the applicant will in any fiscal year expend less than 15% of the total amount made available to it under 49 U.S.C. § 5311 to carry out a program to develop and support intercity bus transportation, the applicant certifies that it has consulted with affected intercity bus service providers, and the intercity bus service needs of the State are being met adequately.
- (c) If the applicant will use for a highway project amounts that cannot be used for operating expenses authorized under 49 U.S.C. § 5311(c)(2) (Appalachian Development Public Transportation Assistance Program), the applicant certifies that—
 - (1) It has approved the use in writing only after providing appropriate notice and an opportunity for comment and appeal to affected public transportation providers; and
 - (2) It has determined that otherwise eligible local transit needs are being addressed.

CATEGORY 10. FIXED GUIDEWAY CAPITAL INVESTMENT GRANTS AND THE EXPEDITED PROJECT DELIVERY FOR CAPITAL INVESTMENT GRANTS PILOT PROGRAM.

If the applicant will apply for an award under any subsection of the Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), including an award made pursuant to the FAST Act's Expedited Project Delivery for Capital Investment Grants Pilot Program (Pub. L. 114-94, div. A, title III, § 3005(b)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5309(c)(2) and Pub. L. 114-94, div. A, title III, § 3005(b)(3)(B).

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award,
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities acquired or improved under its Award.
- (c) Will maintain equipment and facilities acquired or improved under its Award in accordance with its transit asset management plan; and
- (d) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning).

CATEGORY 11. GRANTS FOR BUSES AND BUS FACILITIES AND LOW OR NO EMISSION VEHICLE DEPLOYMENT GRANT PROGRAMS.

If the applicant is in an urbanized area and will apply for an award under subsection (a) (formula grants), subsection (b) (buses and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 8 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5339(a)(3), (b)(6), and (c)(3), respectively.

If the applicant is in a rural area and will apply for an award under subsection (a) (formula grants), subsection (b) (bus and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 9 for Formula Grants for Rural Areas (49 U.S.C. § 5311). This certification is required by 49 U.S.C. § 5339(a)(3), (b)(6), and (c)(3), respectively.

Making this certification will incorporate by reference the applicable certifications in Category 8 or Category 9.

If the applicant will receive a competitive award under subsection (b) (buses and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) related to zero emissions vehicles or related infrastructure, it must make the following certification. This certification is required by 49 U.S.C. § 5339(d).

The applicant will use 5 percent of grants related to zero emissions vehicles (as defined in subsection (c)(1)) or related infrastructure under subsection (b) or (c) to fund workforce development training as described in section 49 U.S.C. § 5314(b)(2) (including registered apprenticeships and other labor-management training programs) under the recipient's plan to address the impact of the transition to zero emission vehicles on the applicant's current workforce; or the applicant certifies a smaller percentage is necessary to carry out that plan.

CATEGORY 12. ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAMS.

If the applicant will apply for an award under the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program (49 U.S.C. § 5310), it must make the certification in Category 8 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5310(e)(1). Making this certification will incorporate by reference the certification in Category 8, except that FTA has determined that (d), (f), (i), (j), and (k) of Category 8 do not apply to awards made under 49 U.S.C. § 5310 and will not be enforced.

In addition to the certification in Category 8, the applicant must make the following certification that is specific to the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program. This certification is required by 49 U.S.C. § 5310(e)(2).

The applicant certifies that:

- (a) The projects selected by the applicant are included in a locally developed, coordinated public transit-human services transportation plan;
- (b) The plan described in clause (a) was developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers, and other members of the public;
- (c) To the maximum extent feasible, the services funded under 49 U.S.C. § 5310 will be coordinated with transportation services assisted by other Federal departments and agencies, including any transportation activities carried out by a recipient of a grant from the Department of Health and Human Services; and
- (d) If the applicant will allocate funds received under 49 U.S.C. § 5310 to subrecipients, it will do so on a fair and equitable basis.

CATEGORY 13. STATE OF GOOD REPAIR GRANTS.

If the applicant will apply for an award under FTA's State of Good Repair Grants Program (49 U.S.C. § 5337), it must make the following certification. Because FTA generally does not review the transit asset management plans of public transportation providers, the asset management certification is necessary to enforce the provisions of 49 U.S.C. § 5337(a)(4). The certification with regard to acquiring restricted rail rolling stock is required by 49 U.S.C. § 5323(u)(4). Note that this certification is not limited to the use of Federal funds.

The applicant certifies that the projects it will carry out using assistance authorized by the State of Good Repair Grants Program, 49 U.S.C. § 5337, are aligned with the applicant's most recent transit asset management plan and are identified in the investment and prioritization section of such plan, consistent with the requirements of 49 CFR Part 625.

If the applicant operates a rail fixed guideway service, the applicant certifies that, in the fiscal year for which an award is available to the applicant under the State of Good Repair Grants Program, 49 U.S.C. § 5337, the applicant will not award any contract or subcontract for the procurement of rail rolling stock for use in public transportation with a rail rolling stock manufacturer described in 49 U.S.C. § 5323(u)(1).

CATEGORY 14. INFRASTRUCTURE FINANCE PROGRAMS.

If the applicant will apply for an award for a project that will include assistance under the Transportation Infrastructure Finance and Innovation Act (“TIFIA”) Program (23 U.S.C. §§ 601–609) or the State Infrastructure Banks (“SIB”) Program (23 U.S.C. § 610), it must make the certifications in Category 8 for the Urbanized Area Formula Grants Program, Category 10 for the Fixed Guideway Capital Investment Grants program, and Category 13 for the State of Good Repair Grants program. These certifications are required by 49 U.S.C. § 5323(o).

Making this certification will incorporate the certifications in Categories 8, 10, and 13 by reference.

CATEGORY 15. ALCOHOL AND CONTROLLED SUBSTANCES TESTING.

If the applicant will apply for an award under FTA’s Urbanized Area Formula Grants Program (49 U.S.C. § 5307), Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) programs, the applicant must make the following certification. The applicant must make this certification on its own behalf and on behalf of its subrecipients and contractors. This certification is required by 49 CFR § 655.83.

The applicant certifies that it, its subrecipients, and its contractors are compliant with FTA’s regulation for the Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations, 49 CFR Part 655.

CATEGORY 16. RAIL SAFETY TRAINING AND OVERSIGHT.

If the applicant is a State with at least one rail fixed guideway system, or is a State Safety Oversight Agency, or operates a rail fixed guideway system, it must make the following certification. The elements of this certification are required by 49 CFR §§ 672.31 and 674.39.

The applicant certifies that the rail fixed guideway public transportation system and the State Safety Oversight Agency for the State are:

- (a) Compliant with the requirements of 49 CFR Part 672, “Public Transportation Safety Certification Training Program”; and
- (b) Compliant with the requirements of 49 CFR Part 674, “State Safety Oversight”.

CATEGORY 17. DEMAND RESPONSIVE SERVICE.

If the applicant operates demand responsive service and will apply for an award to purchase a non-rail vehicle that is not accessible within the meaning of 49 CFR Part 37, it must make the following certification. This certification is required by 49 CFR § 37.77.

The applicant certifies that the service it provides to individuals with disabilities is equivalent to that provided to other persons. A demand responsive system, when viewed in its entirety, is deemed to provide equivalent service if the service available to individuals with disabilities, including individuals who use wheelchairs, is provided in the most integrated setting appropriate to the needs of the individual and is equivalent to the service provided other individuals with respect to the following service characteristics:

- (a) Response time;
- (b) Fares;
- (c) Geographic area of service;
- (d) Hours and days of service;
- (e) Restrictions or priorities based on trip purpose;
- (f) Availability of information and reservation capability; and
- (g) Any constraints on capacity or service availability.

CATEGORY 18. INTEREST AND FINANCING COSTS.

If the applicant will pay for interest or other financing costs of a project using assistance awarded under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), the Fixed Guideway Capital Investment Grants Program (49 U.S.C. § 5309), or any program that must comply with the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310), “flex funds” from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)), or awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the following certification. This certification is required by 49 U.S.C. §§ 5307(e)(3) and 5309(k)(2)(D).

The applicant certifies that:

- (a) Its application includes the cost of interest earned and payable on bonds issued by the applicant only to the extent proceeds of the bonds were or will be expended in carrying out the project identified in its application; and
- (b) The applicant has shown or will show reasonable diligence in seeking the most favorable financing terms available to the project at the time of borrowing.

CATEGORY 19. CYBERSECURITY CERTIFICATION FOR RAIL ROLLING STOCK AND OPERATIONS.

If the applicant operates a rail fixed guideway public transportation system, it must make this certification. This certification is required by 49 U.S.C. § 5323(v). For information about standards or practices that may apply to a rail fixed guideway public transportation system, visit <https://www.nist.gov/cyberframework> and <https://www.cisa.gov/>.

The applicant certifies that it has established a process to develop, maintain, and execute a written plan for identifying and reducing cybersecurity risks that complies with the requirements of 49 U.S.C. § 5323(v)(2).

CATEGORY 20. PUBLIC TRANSPORTATION ON INDIAN RESERVATIONS FORMULA AND DISCRETIONARY PROGRAM (TRIBAL TRANSIT PROGRAMS).

Before FTA may provide Federal assistance for an Award financed under either the Public Transportation on Indian Reservations Formula or Discretionary Program authorized under 49 U.S.C. § 5311(c)(1), as amended by the FAST Act, (Tribal Transit Programs), the applicant must select the Certifications in Category 21, except as FTA determines otherwise in writing. Tribal Transit Program applicants may certify to this Category and Category 1 (Certifications and Assurances Required of Every Applicant) and need not make any other certification, to meet Tribal Transit Program certification requirements. If an applicant will apply for any program in addition to the Tribal Transit Program, additional certifications may be required.

FTA has established terms and conditions for Tribal Transit Program grants financed with Federal assistance appropriated or made available under 49 U.S.C. § 5311(c)(1). The applicant certifies that:

- (a) It has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award.
- (b) It has or will have satisfactory continuing control over the use of its equipment and facilities acquired or improved under its Award.
- (c) It will maintain its equipment and facilities acquired or improved under its Award, in accordance with its transit asset management plan and consistent with FTA regulations, “Transit Asset Management,” 49 CFR Part 625. Its Award will achieve maximum feasible coordination with transportation service financed by other federal sources.
- (d) With respect to its procurement system:
 - (1) It will have a procurement system that complies with U.S. DOT regulations, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 1201, which incorporates by reference U.S. OMB regulatory guidance, “Uniform Administrative Requirements, Cost

- Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 200, for Awards made on or after December 26, 2014,
- (2) It will have a procurement system that complies with U.S. DOT regulations, “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments,” 49 CFR Part 18, specifically former 49 CFR § 18.36, for Awards made before December 26, 2014, or
 - (3) It will inform FTA promptly if its procurement system does not comply with either of those U.S. DOT regulations.
- (e) It will comply with the Certifications, Assurances, and Agreements in:
- (1) Category 05.1 and 05.2 (Charter Service Agreement and School Bus Agreement),
 - (2) Category 06 (Transit Asset Management Plan),
 - (3) Category 07.1 and 07.2 (Rolling Stock Buy America Reviews and Bus Testing),
 - (4) Category 09 (Formula Grants for Rural Areas),
 - (5) Category 15 (Alcohol and Controlled Substances Testing), and
 - (6) Category 17 (Demand Responsive Service).

CATEGORY 21. EMERGENCY RELIEF PROGRAM.

An applicant to the Public Transportation Emergency Relief Program, 49 U.S.C. § 5324, must make the following certification. The certification is required by 49 U.S.C. § 5324(f) and must be made before the applicant can receive a grant under the Emergency Relief program.

The applicant certifies that the applicant has insurance required under State law for all structures related to the emergency relief program grant application.

FEDERAL FISCAL YEAR 2024 CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE PROGRAMS

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: _____

The Applicant certifies to the applicable provisions of all categories: (*check here*) X .

Or,

The Applicant certifies to the applicable provisions of the categories it has selected:

Category	Certification
01 Certifications and Assurances Required of Every Applicant	_____
02 Public Transportation Agency Safety Plans	_____
03 Tax Liability and Felony Convictions	_____
04 Lobbying	_____
05 Private Sector Protections	_____
06 Transit Asset Management Plan	_____
07 Rolling Stock Buy America Reviews and Bus Testing	_____
08 Urbanized Area Formula Grants Program	_____
09 Formula Grants for Rural Areas	_____
10 Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	_____
11 Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	_____

12 Enhanced Mobility of Seniors and Individuals with Disabilities Programs

13 State of Good Repair Grants

14 Infrastructure Finance Programs

15 Alcohol and Controlled Substances Testing

16 Rail Safety Training and Oversight

17 Demand Responsive Service

18 Interest and Financing Costs

19 Cybersecurity Certification for Rail Rolling Stock and Operations

20 Tribal Transit Programs

21 Emergency Relief Program

CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE

AFFIRMATION OF APPLICANT

Name of the Applicant: _____

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in the federal fiscal year, irrespective of whether the individual that acted on his or her Applicant’s behalf continues to represent it.

The Certifications and Assurances the Applicant selects apply to each Award for which it now seeks, or may later seek federal assistance to be awarded by FTA during the federal fiscal year.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, “Program Fraud Civil Remedies,” 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature _____ Date: _____

Name _____ Authorized Representative of Applicant

AFFIRMATION OF APPLICANT’S ATTORNEY

For (Name of Applicant): _____

As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature _____ Date: _____

Name _____ Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant’s Attorney pertaining to the Applicant’s legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney’s signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.

FY 2024/2025 FHWA and FTA State and Metropolitan Transportation Planning Process Self-Certification

In accordance with 23 CFR part 450, the California Department of Transportation and _____, Regional Transportation Planning Agency, hereby certify that the transportation planning process is being carried out in accordance with all applicable requirements including:

- 1) 23 U.S.C. 134, 49 U.S.C. 5303, and subpart C of 23 CFR part 450;
- 2) In nonattainment and maintenance areas, sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506(c) and (d)) and 40 CFR part 93;
- 3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- 4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- 5) Section 1101(b) of the FAST Act (Pub. L. 114-94) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
- 6) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- 7) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38;
- 8) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- 9) Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- 10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

RTPA Authorizing Signature

Caltrans District Approval Signature

Title

Title

Date

Date

**Fiscal Year 2024/2025 California Department of Transportation
Debarment and Suspension Certification**

As required by U.S. DOT regulations on governmentwide Debarment and Suspension

(Nonprocurement), 49 CFR 29.100:

- 1) The Applicant certifies, to the best of its knowledge and belief, that it and its contractors, subcontractors and subrecipients:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not, within the three (3) year period preceding this certification, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) transaction or contract under a public transaction, violation of Federal or state antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, state, or local) with commission of any of the offenses listed in subparagraph (1)(b) of this certification; and
 - d) Have not, within the three (3) year period preceding this certification, had one or more public transactions (Federal, state, and local) terminated for cause or default.
- 2) The Applicant also certifies that, if Applicant later becomes aware of any information contradicting the statements of paragraph (1) above, it will promptly provide that information to the State.
- 3) If the Applicant is unable to certify to all statements in paragraphs (1) and (2) of this certification, through those means available to Applicant, including the General Services Administration's ***Excluded Parties List System (EPLS)***, Applicant shall indicate so in its applications, or in the transmittal letter or message accompanying its annual certifications and assurances, and will provide a written explanation to the State.

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DEBARMENT AND SUSPENSION CERTIFICATION
FISCAL YEAR 2024/2025**

SIGNATURE PAGE

In signing this document, I declare under penalties of perjury that the foregoing certifications and assurances, and any other statements made by me on behalf of the Applicant are true and correct.

Signature _____ Date _____

Printed Name _____

As the undersigned Attorney for the above named Applicant, I hereby affirm to the Applicant that it has the authority under state and local law to make and comply with the certifications and assurances as indicated on the foregoing pages. I further affirm that, in my opinion, these certifications and assurances have been legally made and constitute legal and binding obligations of the Applicant.

I further affirm to the Applicant that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these certifications and assurances or of the performance of the described project.

AFFIRMATION OF APPLICANT'S ATTORNEY

For _____ (Name of Applicant)

Signature _____ Date _____

Printed Name of Applicant's Attorney _____



Siskiyou County Local Transportation Commission
REGIONAL TRANSPORTATION PLANNING AGENCY

Melissa Cummins, Executive Director
melissa@siskiyoucoltc.org

190 Greenhorn Road
Yreka, California 96097
D: 530.842.8238/C: 530.709.5060

To: Siskiyou County Local Transportation Commission

Agenda Item: 9A

Date: May 14, 2024

Subject: Local Transportation Administration - Adoption of FY 2024/2025 Recommended Budgets

Past Action

On October 10, 2023, the Commission adopted Resolution No. 23-33 approving the FY 2023/2024 Local Transportation Administration Adopted Budget.

Background

The Commission, as required by Government Code, must adopt a resolution that identifies the revenues and expenditures for each fiscal year.

The proposed budget includes expenditures related to staffing, TDA activities not eligible under the Overall Work Program, and other administrative expenses.

Discussion

If necessary, as requested by the Commission.

Recommended Action

Adopt Resolution approving the budget, with modifications, if necessary, for FY 2024-2025 for the Local Transportation Administration (Fund: 2505).

Authorize the Auditor-Controller to establish the budget as outlined in the attached document.

Attachments (1)

- Resolution, with Attachment A, approving the FY 2024/2025 Local Transportation Administration budget.

Siskiyou County Local Transportation Commission

Resolution No. _____

Resolution Adopting Recommended Budget for FY 2024/2025
Local Transportation Administration (Fund 2505)

WHEREAS, the Siskiyou County Local Transportation Commission (SCLTC) is responsible for adopting an annual Budget each fiscal year that identifies anticipated revenues and expenditures; and

WHEREAS, the SCLTC Recommended budget for FY 2024/2025, as shown in Attachment A (Fund 2505), includes revenue from the Transportation Development Act funds; and

WHEREAS, the SCLTC FY 2024/2025 Recommended Budget, as shown in Attachment A, identifies estimated revenues and expenditures to administer the programs of the SCLTC and complete activities mandated by the Transportation Development Act; and

WHEREAS, the SCLTC authorizes the Executive Director to modify line-item amounts within the budget for daily operations if the overall revenues and expenditures are in accordance with the amounts shown in Attachment A; and

NOW, THEREFORE, BE IT RESOLVED that the Siskiyou County Local Commission Transportation hereby approves the FY 2024/2025 budgets as follows:

Fund: 2505

Revenues: \$ 349,706

Expenditures: \$ 334,771

PASSED AND ADOPTED by the Siskiyou County Local Transportation Commission this 14th day of May 2024 by the following vote:

AYES:

NOES:

ABSENT:

Bruce Deutsch, Chairperson

ATTEST:

Melissa Cummins
Executive Director

Local Transportation Administration

Fund: 2505

Row Labels	FY 2023/2024 Adj Budget	FY 2023/2024 (04102024)	FY 2023/2024 630YTD	FY 2024/25 DEPREQ
502200				
LOCAL TRANSPORTATION	\$ 130,000.00	\$ 97,500.00	\$ 130,000.00	\$ 90,000.00
530100				
INTEREST	\$ 500.00	\$ 1,065.41	\$ 3,066.00	\$ 1,000.00
540800				
STATE OTHER	\$ -	\$ 148,248.00	\$ 185,401.00	\$ 75,430.00
595000				
OPERATING TRANSFERS IN - Actv: 8354	\$ 154,758.00	\$ 87,460.41	\$ 154,917.00	\$ 183,276.00
611100				
REGULAR WAGES	\$ 116,068.00	\$ 73,730.92	\$ 109,875.00	\$ 129,836.00
621100				
O.A.S.D.I.	\$ 8,880.00	\$ 5,643.02	\$ 8,382.00	\$ 9,933.00
621200				
RETIREMENT	\$ 43,772.00	\$ 22,626.97	\$ 33,540.00	\$ 41,306.00
621300				
PENSION LIABILITY-115 TRUST	\$ 832.00	\$ 518.35	\$ 832.00	\$ 925.00
621400				
OPEB LIABILITY-115 TRUST	\$ 832.00	\$ 518.35	\$ 832.00	\$ 925.00
622100				
OTHER INSURANCE	\$ 1,230.00	\$ 1,589.52	\$ 5,940.00	\$ 20,715.00
712000				
COMMUNICATIONS	\$ 900.00	\$ 472.99	\$ 693.00	\$ 700.00
715000				
INSURANCE	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00
718000				
MAINTENANCE-BUILDING & IMPROVEMENTS	\$ 200.00	\$ 199.93	\$ 200.00	\$ 500.00
720000				
MEMBERSHIPS	\$ 2,615.00	\$ 1,415.00	\$ 2,015.00	\$ 2,900.00
722000				
OFFICE SUPPLIES	\$ 6,406.00	\$ 4,429.33	\$ 5,900.00	\$ 5,000.00
723000				
PROFESSIONAL & SPECIALIZED SERVICES	\$ 17,250.00	\$ 17,000.00	\$ 17,000.00	\$ 18,050.00

Local Transportation Administration

Fund: 2505

Row Labels	FY 2023/2024 Adj Budget	FY 2023/2024 (04102024)	FY 2023/2024 630YTD	FY 2024/25 DEPREQ
723200				
DATA PROCESSING				\$ 2,806.00
728150				
SPEC DEPARTMENTAL-CAL-CARD CLEARING	\$ -	\$ -	\$ -	\$ -
751000				
COST ALLOCATION PLAN	\$ 2,333.00	\$ 1,944.20	\$ 2,333.00	\$ (4,255.00)
752500				
CONTRIBUTIONS TO OTHER AGENCIES	\$ -	\$ 148,248.00	\$ 185,401.00	\$ 75,430.00
Total Revenues:	\$ 285,258.00	\$ 334,273.82	\$ 473,384.00	\$ 349,706.00
Total Revenues:	\$ 285,258.00	\$ 334,273.82	\$ 473,384.00	\$ 349,706.00
Total Payroll:	\$ 171,614.00	\$ 104,627.13	\$ 159,401.00	\$ 203,640.00
Total Expenditures:	\$ 59,704.00	\$ 173,709.45	\$ 213,542.00	\$ 131,131.00
Total Expenditures:	\$ 231,318.00	\$ 278,336.58	\$ 372,943.00	\$ 334,771.00
Net Total:	\$ 53,940.00	\$ 55,937.24	\$ 100,441.00	\$ 14,935.00



Siskiyou County Local Transportation Commission
REGIONAL TRANSPORTATION PLANNING AGENCY

Melissa Cummins, Executive Director
melissa@siskiyoucoltc.org

190 Greenhorn Road
Yreka, California 96097
D: 530.842.8238/C: 530.709.5060

To: Siskiyou County Local Transportation Commission

Agenda Item: 9B

Date: May 14, 2024

Subject: Overall Work Program/Regional Planning Assistance
Adoption of FY 2024/2025 Recommended Budgets

Past Action

On October 10, 2023, the Commission adopted Resolution No. 23-34 approving the FY 2023/2024 Overall Work Program/Regional Planning Assistance Adopted Budget.

Background

The Commission, as required by Government Code, must adopt a resolution that identifies the revenues and expenditures for each fiscal year.

The proposed budget includes revenue from reimbursements through Regional Planning Assistance (\$ 230,000) and the Active Transportation Program (ATP) grant. It also includes revenues and expenses related to projects funded through the Project Planning, Programming, and Monitoring (PPM) through the State Transportation Improvement Program.

This budget summarizes the various planning activities included in the Commission's FY 2024/2025 Overall Work Program (Agenda Item 8).

Discussion

If necessary, as requested by the Commission.

Recommended Action

Adopt Resolution approving the budget, with modifications, if necessary, for FY 2024-2025 for the Regional Planning Assistance/Overall Work Program (Fund: 2506).

Authorize the Auditor-Controller to establish the budget as outlined in the attached document.

Attachments (1)

- Resolution, with Attachment A, approving the FY 2024/2025 Regional Planning Assistance/Overall Work Program budget.

Siskiyou County Local Transportation Commission

Resolution No. _____

Resolution Adopting Recommended Budget for FY 2024/2025
Regional Planning Assistance/Overall Work Program (Fund 2506)

WHEREAS, the Siskiyou County Local Transportation Commission (SCLTC) is responsible for adopting an annual Budget each fiscal year that identifies anticipated revenues and expenditures; and

WHEREAS, the SCLTC RPA/OWP Recommended budget for FY 2024/2025, as shown in Attachment A (Fund 2506), includes revenues and expenses related to the Commission's Overall Work Program's various planning activities; and

WHEREAS, the SCLTC authorizes the Executive Director to modify line-item amounts within the budget for daily operations if the overall revenues and expenditures are in accordance with the amounts shown in Attachment A; and

NOW, THEREFORE, BE IT RESOLVED that the Siskiyou County Local Commission Transportation hereby approves the FY 2024/2025 budgets as follows:

Fund: 2506

Revenues: \$ 531,000

Expenditures: \$ 531,000

PASSED AND ADOPTED by the Siskiyou County Local Transportation Commission this 14th day of May 2024 by the following vote:

AYES:

NOES:

ABSENT:

Bruce Deutsch, Chairperson

ATTEST:

Melissa Cummins
Executive Director

Regional Planning Assistance (RPA)

Fund: 2506

Row Labels	FY 2023/2024 Adj Budget	FY 2023/2024 (04102024)	FY 2023/2024 630YTD	FY 2024/25 DEPREQ
530100				
INTEREST	\$ 250.00	\$ 1,359.03	\$ 2,360.00	\$ 750.00
540800				
STATE OTHER - ATP			\$ 46,547.00	\$ 75,250.00
STATE OTHER - OWP			\$ 141,033.00	\$ 230,000.00
STATE OTHER - PPM				\$ 225,000.00
STATE OTHER (Combined OWP/ATP)	\$ 420,772.00	\$ 117,007.19	\$ 117,008.00	\$ -
722000				
OFFICE SUPPLIES	\$ 500.00	\$ 158.17	\$ 159.00	\$ -
723000				
PROFESSIONAL & SPECIALIZED SERVICES	\$ 320,992.00	\$ 85,967.23	\$ 126,218.00	\$ 323,285.00
723100				
ADMINISTRATION	\$ 7,500.00	\$ 2,468.97	\$ 2,469.00	\$ -
724000				
PUBLICATIONS & LEGAL NOTICES	\$ 2,000.00	\$ 258.00	\$ 258.00	\$ 4,500.00
728000				
SPECIAL DEPARTMENTAL EXPENSE	\$ 87.00	\$ 86.48	\$ 87.00	\$ -
729000				
TRANSPORTATION & TRAVEL	\$ 4,000.00	\$ 2,784.22	\$ 2,785.00	\$ -
795000				
TRANSFER OUT	\$ 154,758.00	\$ 72,111.84	\$ 72,112.00	\$ 203,215.00
(blank)				
(blank)				
(blank)				
Total Revenues:	\$ 421,022.00	\$ 118,366.22	\$ 306,948.00	\$ 531,000.00
Total Expenditures:	\$ 489,837.00	\$ 163,834.91	\$ 204,088.00	\$ 531,000.00
Net Total:	\$ (68,815.00)	\$ (45,468.69)	\$ 102,860.00	\$ -



Siskiyou County Local Transportation Commission
REGIONAL TRANSPORTATION PLANNING AGENCY

Melissa Cummins, Executive Director
melissa@siskiyoucoltc.org

190 Fairlane Road
Yreka, California 96097
D: 530.842.8238/C: 530.709.5060

To: Siskiyou County Local Transportation Commission

Agenda Item: 9C

Date: May 14, 2024

Subject: Local Transportation Fund - Adoption of FY 2024/2025 Recommended Budgets

Past Action

On May 9, 2023, the Commission adopted Resolution No. 23-07 approving the Local Transportation Fund Recommended Budget for FY 2023/2024.

Background

The Commission, as required by Government Code, must adopt a resolution that identifies the revenues and expenditures for each fiscal year.

The proposed budget includes estimated revenue receipts from the State of California and estimated expenditures to be paid upon approval of the Local Transportation Fund claims by SCLTC and all claimant agencies.

Discussion

If necessary, as requested by the Commission.

Recommended Action

Adopt Resolution approving the budget, with modifications, if necessary, for FY 2024-2025 for the Local Transportation Fund (Fund: 2536).

Authorize the Auditor-Controller to establish the budget as outlined in the attached document.

Attachments (1)

- Resolution, with Attachment A, approving the FY 2024/2025 Local Transportation Fund budget.

Siskiyou County Local Transportation Commission

Resolution No. _____

Resolution Adopting Recommended Budget for FY 2024/2025
Local Transportation Fund (Fund 2536)

WHEREAS, the Siskiyou County Local Transportation Commission (SCLTC) is responsible for adopting an annual Budget each fiscal year that identifies anticipated revenues and expenditures; and

WHEREAS, the SCLTC LTF Recommended budget for FY 2024/2025, as shown in Attachment A (Fund 2536), includes revenue from the State of California that is deposited into the Local Transportation Fund pursuant to Article 11 of Chapter 2 of Division 3 of the California Government Code; and

WHEREAS, the SCLTC FY 2024/2025 Recommended Budget for the Local Transportation Funds, as shown in Attachment A, identifies estimated revenue receipts from the State of California and estimated expenditures to be paid upon approval of the Local Transportation Fund claims by SCLTC and all claimant agencies; and

WHEREAS, the SCLTC authorizes the Executive Director to modify line-item amounts within the budget for daily operations if the overall revenues and expenditures are in accordance with the amounts shown in Attachment A; and

NOW, THEREFORE, BE IT RESOLVED that the Siskiyou County Local Commission Transportation hereby approves the FY 2024/2025 budgets as follows:

Fund: 2536

Revenues: \$ 2,105,500

Expenditures: \$ 2,105,500

PASSED AND ADOPTED by the Siskiyou County Local Transportation Commission this 14th day of May 2024 by the following vote:

AYES:

NOES:

ABSENT:

Bruce Deutsch, Chairperson

ATTEST:

Melissa Cummins
Executive Director

Local Transportation Fund

Fund: 2536-303021

Row Labels	FY 2023/2024 Adj Budget	FY 2023/2024 (04102024)	FY 2023/2024 630YTD	FY 2024/25 DEPREQ
530100				
INTEREST	\$ 5,000.00	\$ -	\$ 2,000.00	\$ 2,500.00
540800				
STATE OTHER	\$ 2,074,454.00	\$ 475,509.56	\$ 964,353.00	\$ 2,103,000.00
751001				
CLAIMANTS ALLOCATION EXPENSE	\$ 1,949,454.00	\$ 360,328.80	\$ 1,949,454.00	\$ 2,105,500.00
Grand Total	\$ 4,028,908.00	\$ 835,838.36	\$ 2,915,807.00	\$ 4,211,000.00

Total Revenue:	\$ 2,079,454.00	\$ 475,509.56	\$ 966,353.00	\$ 2,105,500.00
Total Expenditures:	\$ 1,949,454.00	\$ 360,328.80	\$ 1,949,454.00	\$ 2,105,500.00
Net Total:	\$ 130,000.00	\$ 115,180.76	\$ (983,101.00)	\$ -



Siskiyou County Local Transportation Commission
REGIONAL TRANSPORTATION PLANNING AGENCY

Melissa Cummins, Executive Director
melissa@siskiyoucoltc.org

190 Fairlane Road
Yreka, California 96097
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To: Siskiyou County Local Transportation Commission

Agenda Item: 9D

Date: May 14, 2024

Subject: Regional Surface Transportation Block Grant - Adoption of FY 2024/2025 Recommended Budgets

Past Action

On October 10, 2023, the Commission adopted Resolution No. 23-40 approving the RSTPG Adopted Budget for FY 2023/2024.

Background

The Commission, as required by Government Code, must adopt a resolution that identifies the revenues and expenditures for each fiscal year.

The proposed budget includes funds currently available within the fund, expected revenue from the State of California, and estimated expenditures based on previous allocations and expected payments to agencies who have received allocations to proposed projects.

Discussion

If necessary, as requested by the Commission.

Recommended Action

Adopt Resolution approving the budget, with modifications, if necessary, for FY 2024-2025 for the Regional Surface Transportation Block Grant (Fund: 2537).

Authorize the Auditor-Controller to establish the budget as outlined in the attached document.

Attachments (1)

- Resolution, with Attachment A, approving the FY 2024/2025 Regional Surface Transportation Block Grant budget.

Siskiyou County Local Transportation Commission

Resolution No. _____

Resolution Adopting Recommended Budget for FY 2024/2025
Regional Surface Transportation Block Grant (Fund 2537)

WHEREAS, the Siskiyou County Local Transportation Commission (SCLTC) is responsible for adopting an annual Budget each fiscal year that identifies anticipated revenues and expenditures; and

WHEREAS, the SCLTC Regional Surface Transportation Block Grant Recommended budget for FY 2024/2025, as shown in Attachment A (Fund 2537), includes revenues and expenses related to the revenues received under the California Department of Transportation Federal Apportionment Exchange Program; and

WHEREAS, the SCLTC authorizes the Executive Director to modify line-item amounts within the budget for daily operations if the overall revenues and expenditures are in accordance with the amounts shown in Attachment A; and

NOW, THEREFORE, BE IT RESOLVED that the Siskiyou County Local Commission Transportation hereby approves the FY 2024/2025 budgets as follows:

Fund: 2537

Revenues: \$ 134,455

Expenditures: \$ 426,954

PASSED AND ADOPTED by the Siskiyou County Local Transportation Commission this 14th day of May 2024 by the following vote:

AYES:

NOES:

ABSENT:

Bruce Deutsch, Chairperson

ATTEST:

Melissa Cummins
Executive Director

Local Transportation Commission - RSTPB

Fund: 2537-303022

Row Labels	FY 2023/2024 Adj Budget	FY 2023/2024 (04102024)	FY 2023/2024 630YTD	FY 2024/25 DEPREQ
530100				
INTEREST	\$ 3,500.00	\$ 9,055.51	\$ 14,056.00	\$ 5,000.00
540800				
STATE OTHER	\$ 107,730.00	\$ 107,730.00	\$ 107,730.00	\$ 129,455.00
728000				
SPECIAL DEPARTMENTAL EXPENSE	\$ 501,020.00	\$ 89,887.75	\$ 181,224.00	\$ 426,954.00
(blank)				
(blank)				
Grand Total	\$ 612,250.00	\$ 206,673.26	\$ 303,010.00	\$ 561,409.00

Total Revenue:	\$ 111,230.00	\$ 116,785.51	\$ 121,786.00	\$ 134,455.00
Total Expenditures:	\$ 501,020.00	\$ 89,887.75	\$ 181,224.00	\$ 426,954.00
Net Total:	\$ (389,790.00)	\$ 26,897.76	\$ (59,438.00)	\$ (292,499.00)



Siskiyou County Local Transportation Commission
REGIONAL TRANSPORTATION PLANNING AGENCY

Melissa Cummins, Executive Director
melissa@siskiyoucoltc.org

190 Fairlane Road
Yreka, California 96097
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To: Siskiyou County Local Transportation Commission

Agenda Item: 9E

Date: May 14, 2024

Subject: State Transit Assistance - Adoption of FY 2024/2025 Recommended Budgets

Past Action

On October 10, 2023, the Commission adopted Resolution No. 23-39 approving the State Transit Assistance Adopted Budget for FY 2023/2024.

Background

The Commission, as required by Government Code, must adopt a resolution that identifies the revenues and expenditures for each fiscal year.

The proposed budget includes estimated revenues from the State of California, and estimated claims to STA-eligible operators.

Discussion

If necessary, as requested by the Commission.

Recommended Action

Adopt Resolution approving the budget, with modifications, if necessary, for FY 2024-2025 for the State Transit Assistance (Fund: 2538).

Authorize the Auditor-Controller to establish the budget as outlined in the attached document.

Attachments (1)

- Resolution, with Attachment A, approving the FY 2024/2025 State Transit Assistance budget.

Siskiyou County Local Transportation Commission

Resolution No. _____

Resolution Adopting Recommended Budget for FY 2024/2025
State Transit Assistance (Fund 2538)

WHEREAS, the Siskiyou County Local Transportation Commission (SCLTC) is responsible for adopting an annual Budget each fiscal year that identifies anticipated revenues and expenditures; and

WHEREAS, the SCLTC State Transit Assistance Recommended budget for FY 2024/2025, as shown in Attachment A (Fund 2538), includes revenues received from the State of California, and allocations to STA-eligible operators within the region; and

WHEREAS, the SCLTC authorizes the Executive Director to modify line-item amounts within the budget for daily operations if the overall revenues and expenditures are in accordance with the amounts shown in Attachment A; and

NOW, THEREFORE, BE IT RESOLVED that the Siskiyou County Local Commission Transportation hereby approves the FY 2024/2025 budgets as follows:

Fund: 2538

Revenues: \$ 543,682

Expenditures: \$ 543,682

PASSED AND ADOPTED by the Siskiyou County Local Transportation Commission this 14th day of May 2024 by the following vote:

AYES:

NOES:

ABSENT:

Bruce Deutsch, Chairperson

ATTEST:

Melissa Cummins
Executive Director

Local Transportation Commission - State Transit Assistance

Fund: 2538-303023

Row Labels	FY 2023/2024 Adj		FY 2023/2024	
	Budget	FY 2023/2024 (04102024)	630YTD	FY 2024/25 DEPREQ
530100				
INTEREST	\$ 1,200.00	\$ 748.27	\$ 1,249.00	\$ 750.00
540800				
STATE OTHER	\$ 546,456.00	\$ 270,624.42	\$ 562,912.00	\$ 542,932.00
(blank)				
751002				
STAGE ALLOCATION EXPENSE	\$ 546,456.00	\$ -	\$ 561,663.00	\$ 543,682.00
Grand Total	\$ 1,094,112.00	\$ 271,372.69	\$ 1,125,824.00	\$ 1,087,364.00

Total Revenues:	\$ 547,656.00	\$ 271,372.69	\$ 564,161.00	\$ 543,682.00
Total Expenditures:	\$ 546,456.00	\$ -	\$ 561,663.00	\$ 543,682.00
Net Total:	\$ 1,200.00	\$ 271,372.69	\$ 2,498.00	\$ -



Siskiyou County Local Transportation Commission
REGIONAL TRANSPORTATION PLANNING AGENCY

Melissa Cummins, Executive Director
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To: Siskiyou County Local Transportation Commission

Agenda Item: 10(A/B/C)

Date: May 14, 2024

Subject: Other Business

Discussion

- A. Executive Director – Other updates for the Commission.
- B. Other topics from the Commission that do not require a formal agenda item.
- C. Next regular meeting – Tuesday, June 11, 2024, at 10:30 a.m.

Recommendation Action

Adjourn meeting.